

Robyn any questions about the agenda? Moving to approve the agenda this meeting is for November so the October minutes are attached any questions

Into reports

Jamie December magazine is out our Outreach coordinator resigned after the first week of December we had out christmas hang outs and getting ready to send off January mag and doing getaway content and a few news things but december should be quiet we've done performance reviews as per bylaw if people have questions as per bylaw I have the written reviews in my office

Karen should we have an hr committee

Jamie I think we're fine we have a cohesive team if I have an issue I got to Helen in the SU I think we need to work on communication we're using Slack now but we want to get better about it

We had a major glitch and a writer didn't get credit in the magazine we've gone a while without a mistake and we know to ask for a digital proof if we switch a page and if anyone is on the board next year make sure communication with Burke is very close

Karen is the writer ok

Jamie she's fine she wanted a public apology and we did that

Karen in the end it's good PR for you and you responded well it might of been unpleasant but in the end it was better

Outreach our art director had a holiday card sale we made 120 and we sold 50 cards we weren't trying to fundraise just organic we got outreach to make a signup sheet but outreach cancelled last minute we'll see how our madlib goes because we didn't sell an ad on the back page

Finance our audit is in November statements are still being worked on by the bookkeeper printing is always our biggest expense

For outreach I don't want to rehire it hasn't worked ideas come from editorial staff and interaction isn't good I want to hire an admin position to schedule do contras and

keeping dropbox updated emailing su for payroll I think if we figured this out we'll have an easier time doing outreach it takes time away from the eic to do outreach

I have a good staff this year but I want to spend more time with staff to figure things out so for me to do all admin stuff it's one more thing that takes time that gives me less to focus on editorial.

I really want to figure out what kind of admin position would work for us

Robyn we'll add another agenda point to the meeting

John can you explain the outreach position

Jamie we had a system under the executive director that included the outreach and the person who did that made 5,000 during the summer and quit and we didn't hire anyone else along with the fact that eic was still figuring things out. In the next year I wanted to hire someone for less money to do that we were still busy but the outreach person did contras during the summer did week of welcome but after that we saw a dropoff and getting her to come and do things and it was just me overseeing one specific person dooing takss so I asked her to place office hours so she could do the same amount of work as line editors and if we wanted to do more outreach

John would it work if it was moved under the managing editor

Jamie to be honest that's kinda what the managing editor is dooing that mroe because we've figured out the magazine overseeing contests it ends up defaulting on Oumar or Raylene. Sceduling is different for outreach

John the only other thing would be someone who was stipulated to live on campus

Jamie to me that hard for hiring and we had some kind of role and we need a vp admin and finance

Karen even though those two people left unlike people who work ar the gateway they aren't true believers people who believe on editorial will do anything but if you have people coming in to do an unclear job without enthusiasm you might run into the same thing with the admin person do you have someone that has that love for the gateway that will do something well.

Jamie we have a webmaster that works admin I'm told I worked with the previous vp admin for ICE for him it was these are simple admin tasks that's kinda how it is

John that was something I struggled with in my year when you hire out they don't have motivation

Karen you need people who are intrinsically motivated

Robyn if we were to be hired it would be hired within and advertised I'd be worried that volunteers wouldn't want it because it's not an editor but saying it's important to the health of the org

Jamie the good thing with admin is that you don't need a business background cause there's still a gap that needs to be filled

John have you thought of rehiring business manager

Jamie there's no money if we grow I would recommend expanding the position to full business

Robyn we had finance committee due to technical error we don't have a profit loss report October was about 2000 above last year

End of online report 6:32

New business Item 4a approve financial statements for last fiscal year

Robyn The statements are there to present what is true and it outlines that the auditors have looked over it and confirm it's true. Any questions

Sam out of curiosity I'm looking at the actuals and I get why the advertising is down I'm curious why we had more expenditures in 2016

Jamie it's hard because our fiscal years don't match up so it might be tail end of our newspaper production

John on page 11 why the lease obligations decrease significantly in 2020

Robyn the lease term is not a full year there would only be a portion in there

Robyn Jamie sent out the management letter

Sam what are bad debts

Robyn it's debt that the accounts believe will not be repaid for the gateway let's say F media sells an add but the account doesn't pay it's not like they can do anything after some time it goes from accounts receivable to bad debts

Jamie we had stuff from 2014 so when we started using the bookkeeper they said to write it off and it was for tax purposes

Look for a seconder Alex Cook passes unanimously

Robyn in gateway Bylaws do we need to approve job descriptions

Jamie I don't want to rush anything but the sooner we get it done but if we were to finish it now it would make transition easier.

Robyn I'll open up discussion about the position

Jamie I find that the gateway has no problem with outreach ideas but logistics is what we need more than anything. For funds this position would add transparency they shouldn't have access to money but it's an extra set of eyes for receipts they will be writing checks we need two signatures

Going through job description provided to board

Robyn I'm supportive of the position my main point is that I'd hate to see outreach fall to the wayside this would have it fall to management.

Jamie having someone to schedule is going to help but if the direction is coming from the managing editor it makes more sense in the next year we might add outreach into the managing and online contracts.

Karen the term for this contract is meant to be ongoing this is something that you want for continuity that might be something to add into contract and change it to a difference from editorial contract

Jamie i'd say keep it until April and have it be a trial run

Karen I feel like during my time at the board we've approved a lot of jobs and I think we should evaluate this into does the organization need someone to do admin so I don't think that need will expire on April 30th if this doesn't work you try again and hire again. I think you want someone who's in it for the long run. To me it's not a vp admin it's an executive assistant and that person should be able to serve any editorial staff. You already have to do so much you might not find someone who wants to be here for more than a year but having them be here longer is a good idea and hiring as people leave

Robyn I think the one year contracts are for other people to come and change up editorial if we do bring on a continuous person we'd probably have to have someone paid competitively

John maybe creating a plan for admin

Jamie I'm kinda doing that now and that would be good if disaster strikes

Robyn just adding on transition is important there's nothing we can do to mitigate that risk maybe part of their position is reporting proper transition involves report

Most people want it but we aren't sure about the job description I can work with Jamie to finalize things I think we can do an email vote two more questions are compensation and title

Robyn I think we should pay the same amount as a line editor if we want this job to succeed we need support I think this position will be office catch all I think that this person should be on equal pay scale

Karen this person is part of the team and plus you have the money

Jamie line editors don't get office hours but this is one I'm not sure about because the vp from ice said no but I think this needs office hours

Karen there's a lot of communication through osmosis

John setting expectations from the onset is important

Robyn we'll include that in the job description

I like finance and administrative director

Karen they have a nice acronym FAD I think

Jamie we have a good team and I'm optimistic

Alex I think in the last part of the job description I think we should eliminate the vague last statement it could cause conflict

Robyn that's common in most job descriptions

Karen I think allot that we need to get someone who wants to hang around and be there

Also good to include who they're reporting too and reporting is important

Robyn discussion items of board goals

I consolidated some of the feedback there were three common themes first the constitution it's along bylaws and regulations and a sustainable business model we can do with awareness making sure we foster alumni connection. Funding is something too and efficient transparent board and making sure we take meaningful action. Bylaw and policy review we don't have a constitution so we'll schedule time to do that doing the review what would be preference I think remote and I'll pester until people do it I'll get that going in the new year that's our first goal

A review of funding and business model around awareness ensuring all board members are ambassadors of the gateway.

Deliverable would be review bylaw we could write a plan for business model

Jamie we do need to talk about upgrading things that will fall apart

Robyn come up with strategic and capital replacement plan

Karen a timeline to be prepared for DFU figuring out what a future would look like without Free Media

John also the fees are growing up with enrolment

Robyn strat and capital replacement plan we could add that into bylaw we'll make a working comitee for this but I don't want to have the entire board on so I'll send out an email and we'll try to have an equal representation

Standing goal of being an ambassador for the gateway is there some way for the staff to relay to the board so that the board can attend

Karen it fits in there we can activate our fellow alumni maybe it's just an extension

John I was the last president of the alumni association

Karen reviving the alumni association would be good

Robyn this sounds like reviving the alumni association and inviting board and alumni to events

John I remember that alumni

Oumar will try to contact previous gateway alumni to head the organization revive the org

Jamie we can set a deadline of a board meeting to go through the remote bylaw changes

Bylaw review
Strategic and capital plan
Alumni association

Meeting ends 7:38