

Arthur Inc. - Board of Directors Meeting

Thursday, October 10, 2019

Meeting Called to Order: 4:10pm

In attendance:

Maxine Niehaus (Treasurer)
Nick Taylor (Sustainability Commissioner)
Miranda Rigby (Secretary)
Lubna Sadek (Editor Volume 53/54)
Leina Amatsuji-Berry (Editor Volume 53/54/Summer Programming Coordinator)
Paige McLaughlin (Internal Affairs Commissioner)

Regrets:

Maeve de Savoye (President/Chair)

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I. Land Acknowledgement and Pronouns

- ❖ Miranda provided the land acknowledgement
- ❖ Pronouns were provided and recorded for minute writing purposes
- ❖ Miranda volunteered to chair and record minutes

II. Approval of September 6, 2019 Meeting's Minutes

- ❖ Maxine motioned to approve the minutes from the September 6, 2019 meeting
- ❖ Nick seconded, unanimous

III. Approval of This Meeting's Agenda

- ❖ Paige motioned to approve this meeting's agenda
- ❖ Maxine seconded, unanimous

IV. Editor's Report Follow-Up

- ❖ Chair inquired whether everyone had been able to look at the email
 - Members verified that they had
- ❖ Leina summarized the email (affixed)
- ❖ Miranda reiterated concerns sent via email: 1) whether or not numbers have been kept from the past year and if we have all necessary documents for the bookkeeper, 2) what policy the editors are implementing for sick days
 - Maxine responded that they have the numbers to bring to bookkeeper
 - Lubna responded re: sick days; there is no sick policy, so they have been getting paid in full (despite hours not being equivalent) and making up the hours in the

next few weeks

- Miranda inquired with the board if there should there be policy
 - All members agreed that a policy should be in the new document
 - Miranda will add it to the policy update file and the matter will be discussed at the next Contingency Committee meeting

V. Contingency Committee Update

- ❖ Miranda inquired whether all members have had the chance to look at the policy update file that was sent out on October 1, 2019
 - Not all members had gotten the chance to review this document
 - Nick suggested Contingency Committee members arrange a meeting time prior to the next board meeting to discuss this document and make suggestions (prior to the AGM)
 - Next Contingency Committee meeting:
 - 30 October, 2019 - 1pm, location TBA

VI. Financial Update

- ❖ Maxine discussed their conversation re: bookkeeping with BDO; Jennifer M
 - An email was sent and documents have since been received
 - Will be following up with this in the near future
- ❖ Miranda explained that she contacted Revenue Canada re: our GST file
 - Used the information Maeve placed in a shared word document
 - Fax cost \$18.08 and was paid for out of Miranda's pocket
 - Document was sent in on September 17, 2019; conversation with Revenue Canada employee implied that it would take 2-3 weeks for the contact info to be updated (it's been over three weeks at this point)
 - Miranda stated that Maeve should be told (as soon as possible) to contact Revenue Canada re: paperwork and mailing address update, as we didn't receive paperwork sent to us when it was last requested; the paperwork we need is:
 - All documents we need to fill out for missing GST
 - Any other documents the Revenue Canada employee recommends (how-tos, etc)

VII. AGM Planning

- ❖ Lubna and Leina explained what has been done thus far re: planning
 - Haven't done much thus far, but have looked at dates
 - Lubna suggested a date within the last two weeks of November
- ❖ Last possible day for AGM according to policies: Wednesday, December 4, 2019
 - Important additional information re: AGM in Policies:

- “Membership” Board members officially finish their contract on the day of AGM: Maxine, Maeve, and Miranda
 - Must submit a record of their term
 - Need to vote in four new/returning members
 - Editors must put a notice in the paper 2 weeks prior to the meeting, this should include:
 - Meeting time & location
 - Inclement weather backup meeting time & location
 - Reference to the website for budget reviewal
 - Reference to the website for board meeting minute reviewal
 - Miranda asked Editors to give her access to the website login information so that she can attempt to upload all necessary information before the deadline for 2 week prior notice
 - Maxine (Treasurer) is required to present the financial statements from the previous year, including actuals, budget, income statement, and balance sheet
 - The Editors & the Treasurer (Maxine) both need to be fully aware of the budget for the year, and present the budget for the year, in tandem
 - We need a quorum of 10 “members” (Trent students are members)
 - Read your specific policy re: your role at the AGM (P&P 8.5-8.7)
 - Chair needs to help create the agenda, Editors can help; agenda template/suggested in P&P (8.2)
- Planning for a potluck-style meal
- Not asking Board members/student members to spend their own money or go out of their way to provide a dish, only what we have:
 - Some ways to save money/get free food to prepare for the meeting: Flashfood, OPIRG food donations, St. Vincent De Paul food cupboard
 - Miranda suggested we contact Food Not Bombs to ask for help/resources in gathering food for the event, maybe an exchange for weekly classified ad marketing their event: could we have a volunteer?
 - Maxine inquired about the option of using By the Bridge and/or Revelstoke?
 - ◆ Was free last time (for ad space) Editors will look into this
- Deadlines:
- Editors must provide board with size available for notice 1 week prior to the notice publication: Miranda will create ad
- Tentative date: 27 November 2019 at 5 or 6 depending on Food (potluck vs. food for advertising)

VIII. Anti-Oppression Meeting Planning

- ❖ Deadline according to new policy: Saturday, October 5
 - Delay due to family emergency
- ❖ Moved to Tuesday, October 15 due to availability
- ❖ Miranda verified with Editors their need for additional assistance
 - No additional help needed at this time

IX. Other Business

- ❖ Leina reminded the board that she is still working on Canada Summer Jobs finalization
 - Money has now been received
 - Leina will present CSJ budget and actuals next meeting
- ❖ Lubna and Leina reopened the conversation re: should the distro person be sent to toronto
 - Miranda stated that it's possible for us to negotiate this with a distribution manager, but since there is difficulty in finding this position, it might be better to not make this a requirement
 - Lubna clarified if position should be for one or two people
 - Miranda stated that the position should be hired for one person for now, unless expressed interest in Toronto runs
 - Lubna and Leina inquired with Miranda how much is budgeted for the Distribution position
 - Miranda said that she will confirm the number, as the budget that was created during the meeting does not state
 - Believes it was \$14 x 10hr , will verify
- ❖ Paige is resigning from the board and will email resignation
 - Paige was informed directly by Janette Platana that she desires to be back on the board, this information was acknowledged by all members
 - Discussion occurred re: the lack of resignation letter from Janette and whether that means that Janette is still on the board; Miranda explained that the minutes reflect her resignation
 - Paige suggested the potential of Janette taking over her role; Miranda explained that her role was specifically hired as a Staff Collective rep and it would not be as simple to replace one with the other
 - Miranda reminded the board of what had happened during Maxine, Maeve and Miranda's appointment, noted that we can decide to appoint someone outside of the Staff Collective (3)/Membership (4) model & outside of the election time
 - This issue was tabled for future consideration
- ❖ Re: budget, all \$ is approved in shared document
- ❖ Editors left the board meeting at this time to attend to their staff training
 - Miranda reminded the members of the board of the following topic covered in

orientation:

- Editors are not required to attend board meetings, nor is it advantageous to have them in the room for all talking points; if there is something that needs to be discussed that may cause a conflict of interest, we can ask them to temporarily leave (just as we would any board members)
- Paige asked that someone from the board ask Leina for her Exit Interview to be done by hand and submitted to the board (for Canada Summer Jobs)
 - Miranda stated that she would ask

X. Adjournment

- ❖ Next board meeting is set to occur on Thursday, November 7 @ 4pm
- ❖ Motion to adjourn at 5:06pm made by Maxine
 - Seconded by Paige, unanimous