

Arthur Inc. - Board of Directors Meeting

Tuesday August 27, 2019

Meeting Called to Order: 4:12pm

In attendance:

Paige McLaughlin (Internal Affairs Commissioner)

Nick Taylor (Sustainability Commissioner)

Miranda Rigby (Secretary)

Maeve de Savoye (President/Chair)

Lubna Sadek (Editor Volume 53/54)

Regrets:

Maxine Niehaus (Treasurer)

Janette Platana (External Affairs Commissioner)

Leina Amatsuji-Berry (Editor Volume 53/54/Summer Programming Coordinator)

I. Land Acknowledgement and Pronouns

- ❖ Miranda provided the land acknowledgement
- ❖ Pronouns were provided and recorded for minute writing purposes

II. Approval of August 7 Meeting's Minutes

- ❖ Nick motioned to approve the minutes from August 7
- ❖ Paige seconded, unanimous

III. Approval of This Meeting's Agenda

- ❖ Miranda motioned to approve this meeting's minutes with the addendum of adding "Other Business" to the end of the agenda
- ❖ Paige seconded this motion, unanimous

IV. Arthur-in-Summer (Canada Summer Jobs Project) Updates

Operations Updates

- The contracts for the four Summer Writing Interns ended on August 9.
- Internal Affairs Commissioner completed exit interviews.
 - Point of Information, Maeve: Were these exit interviews done for the improvement of future summer operations?
 - Paige (IAC) responded: Yes, they were done for that purpose. Leina and Paige worked together on the format of the questions and created an interview sheet. Interview questions were on topics such as: what they enjoyed about working for Arthur, what they did at the business, if their position was what they expected, workplace safety, suggestions for collaborations, opportunities for leadership

- Paige mentioned that there was one complaint that was given during that interview, and she is still in the process of handling this complaint
 - ◆ Miranda suggested we table the issue and discuss it in the future as the members involved are not present and have not been talked to about this issue
- Paige stated that there was lots of useful information and hopes to continue doing the interviews down the line
- The contract for Summer Programming Coordinator (Leina) ends on August 30.

Budget Updates

- After expenses, the Arthur Speakeasy Fundraiser raised \$558.92 in three hours.
- Arthur has paid its payroll remittances (federal and provincial taxes, Canada Pension Plan and Employment Insurance contributions) for May 2019, June 2019, and July 2019. Janette has been reimbursed accordingly.
- WSIB
 - Safety insurance is mandatory for CSJ workplaces.
 - WSIB is paid quarterly, at \$0.32 per \$100 of payroll (for Arthur, though different workplaces are subject to different rates; and greater rates apply if premiums are reported late).
 - Catching up on WSIB from July 2018 to June 2019 was \$276.47 altogether, and the most recent receipt has been sent to CSJ for approval. Janette has been reimbursed accordingly. Since the budget line for stickers, magnets and buttons was underspent, this should still be within budget for Arthur-in-Summer non-payroll expenses.
 - WSIB coverage also puts Arthur in good standing for placement opportunities with Trent University, as seen with Arthur's work with the Trent School of Business.
- Arthur has not yet received partial or complete funding from Canada Summer Jobs, which is expected to be approximately \$25000.
 - 10 weeks x 30 hours x \$14 hourly x 4% vacation x 4 Summer Writing Interns = \$17472
 - 16 weeks x 35 hours x \$14 hourly x 4% vacation x 1 Summer Programming Coordinator = \$8153.60
- Miranda pointed out that WSIB should be paid into year round
 - POI Maeve inquired whether this would be handled by Trent
 - Miranda explained that Workplace Insurance isn't handled in the same way that GST remittances are handled
- Paige did calculations based on the budget and the above information (\$0.32 per \$100) and found that insurance would be approximately \$1200 for the year based on the current staffing model

V. Contingency Committee Updates

- ❖ Policy Updates
 - Miranda stated:
 - No further meetings have occurred since the last one
 - Want to do one more meeting before AGM to assure all wording is acceptable and to assure that chart with changes is acceptable for printing in the paper + distro at the upcoming AGM
 - Next meeting date/time: Tuesday, September 3, 2019
- ❖ Miranda asked: Has anyone looked into/applied for grants outside of the CSJ/TWSP/TIP?
 - Lubna: Leina looked into it equipment levy, but nothing has been applied to yet

VI. Reviewing 2018-2019 Budget vs. Actuals

- ❖ Lubna presented the Actuals from the previous year to the Board and provided print/digital copies for all members
- ❖ Miranda, POI: Where is the TWSP/TIP funding?
 - We didn't get the full balance that was expected from the budget
 - Form for reimbursement was due around the election, and the deadline was missed because Leina was ill during that time
 - TIP money may have been received
 - TWSP money may have been received by semester, and only one semester would have been missed
 - Lubna will look into this
- ❖ Paige, POI: Why has the budget increased to \$1000+ for catering
 - Lubna explained that those amounts would be spent on Election, AGM, additional events
 - Paige stated that the increase was far too high considering these events aren't being disclosed
 - Lubna stated that there is a change that the numbers weren't correct from last year, and the actual total may be closer to the budget suggestion
 - Lubna believes that the actuals were reviewed in May
 - Lubna didn't take a look at it at that time
- ❖ Miranda, POI: Why are we spending any money on catering? In the past we were able to simply trade advertising space
 - Lubna stated that this year we weren't able to get food for advertising space, but were able to trade advertising space for a discount
- ❖ Miranda, POI: How is it possible that in both October and November less than \$5
 - Miranda believes this is ongoing proof that we need to be address the lack of experience/time for the editors to handle advertising and actuals, we need a business manager
 - Miranda stated that if those numbers are correct, we are selling advertisements for less than \$5, as actuals don't reflect the amount we received, but what was sold (even if there are accounts owing)

- ❖ Note: further issues were discussed re: Actuals/next year's budget, but for legibility for non-attending members, the list is provided in the notes in the bottom of this document

VII. 2019-2020 Budget

❖ *Printing and Hiring Structure*

- Lubna provided the Budget for the upcoming year
- Miranda, POI: How will your hours be working this year? Will you be switching weeks? Part-time? Will there be posted office hours? How will we know these hours are being upheld?
 - Lubna explained that it was discussed that she would go part-time in the New Year to save money, but this hasn't been fully agreed upon yet
 - Thus far the budget is such that both editors will be working 30 hour work weeks for \$15/hr, this would mean that Lubna would be coming in to Arthur on her days off from her other job, there would be office hours on all days but Saturday. Lubna and Leina would assure office hours were kept by alternating days and hours. This schedule would change, week to week, with Lubna's second job.
 - Maeve and Paige both verbalized that the schedule/office hours need to be more clearly posted and explained.
 - Lubna understood and would come back with some further information re: office hours this year.
 - Miranda shared the Payroll Budget from 2013/2014 (Volume 48 < Budgets < Contingency Committee Folder), explained that all of this information needs to be clear before we can vote on budget funding for employees.
 - Paige explained that it is hard to believe that Editors will fulfill the same amount of hours and expressed a need to have Editors show how this would work in a more concrete way (not just an overall total cost).
- Miranda, POI: There are quite a few items missing on the budget for the upcoming year (ex., back due GST, Bookkeeping, Accounting/Legal Fees, etc), can you explain the budget further?
 - Lubna explained that she did not realize such things were not missing.
 - Nick suggested we come up with a list of items on both the actuals and budget that were missing to provide to the editors.
 - Maeve inquired how long we had to finish the budget.
 - Miranda explained that we need to present it at the AGM, but any spending outside of what we approve today needs pre-approval by the board.
- Miranda put forth a motion to approve Lubna's pay for August month, the printing cost for issue zero (\$689.78), and Lubna and Leina's pay for \$15 x up to 30 hrs for the first week of September, given record of the work done
 - Nick seconded the motion

- Motion was unanimous
- Lubna recommended longer than a week for the next board meeting, to assure that the paper could be done, and the budget.
 - Miranda explained that the Issue 1 shouldn't need to be created yet, because issue zero is coming out early only to satisfy the need from TCSA to place in first year packages, Issue 1 should be coming out Wednesday, September 11, given the publication schedule.
- Next meeting will be Friday, September 6th at 5pm, Lubna agreed to have the actuals fixed (as per the below requirements) and the budget completed with all necessary elements.

❖ *Budget Publication*

- This conversation was tabled due to updates needing to be made before publication.

VIII. Canada Revenue Agency (CRA)

❖ *To-Do List Updates*

- Maeve updated the members about the CRA proceedings re: CSJ
 - Maeve looked at CRA paperwork with Janette
 - Month of August not yet done (as the month was not yet complete), but will do so early September
- Miranda stated she will get Maeve's info for CRA re: GST/Taxes

IX. Other Business

- ❖ Miranda inquired about updates re: Dis-O week event information & Orientation week
 - Lubna said that to her understanding there was only a Disorientation week event confirmed: "Hard Days Night" screening with Trent Film Society
 - Nick stated that, last he had heard, Trent was giving us a space to do an Orientation week event; this event was planned (in-full) by CSJ employees
 - Miranda, POI: What was the event meant to be?
 - Nick explained: Madlibs and Memes event, including a contest to put a meme in the paper, also an information session re: Arthur
 - Lubna said she hasn't received any information nor confirmation that the event is happening, but she will look into it

X. Adjournment

- ❖ Meeting called to adjourn at 6:54PM
- ❖ Adjournment passed unanimously

Note: On the next page is a list of suggestions for the actuals from last year/budget for this year

Recommendations for updates re: Actuals 2018/2019

1. Find the numbers for TWSP/TIP funding and add them to the income tab
2. Verify the reason both October and November have an income of less than \$5 each (advertising)
3. Update Mays actuals re: payroll
4. Unify the office supplies/cleaning supplies number & provide explanation at upcoming board meeting or receipts if possible
5. Costs for catering should not exist, but when absolutely necessary, should be listed under training budget allotments and be pre-approved by the board
 - a. Is the final number correct? Why is there so much difference on new budget?
6. Costs for admissions to events should not exist, if absolutely necessary, these amounts should be listed in original budget OR in meeting minutes during the year (pre-approved by the board)
7. Staffing model unclear, the issue partially has to do with how payroll is being handled:
 - a. In the future, payroll should be submitted by one person to assure that the monthly number doesn't look unfair
 - b. The board should be aware of the spending model of how writers/section editors are being paid and for what/what expectations
 - c. Please provide further clarification at the next board meeting.
 - d. Please fill out T4A slips for Distribution Managers, if their payment is to be classified as an honorarium (and they are Canadian Residents), list their payment elsewhere if possible
8. Don't put the summer budget on the same document, it should be separate for publication purposes
9. Verify the final number re: total End Balance, so that we know whether there is debt to report on the upcoming budget document

Recommendations for updates re: Budget 2019/2020

1. Need insurance factored in at \$0.32 per \$100 payroll (approximately \$1200 if payroll numbers remain the same)
2. Office hours/system needs to be more clear, this can be done by:
 - a. Providing the board with office hours and a clearer perception of how office hours/production days will be handled
 - b. Providing the board with a thorough payroll budget including weeks worked, hours per week, hourly rate, grant applicable (no/twsp/tip), cost to Arthur (see Contingency Committee folder > Budget > Volume 48 for most recent example)
 - c. Provide the board with a thorough explanation of payroll for positions (specifically Section Editors/Co-Editors) and how their pay will be calculated on a weekly basis
3. Missing items on the 2019/2020 budget
 - a. GST Owing (approximately \$10,000)
 - b. Bookkeeping/Office Manager Position (approximately \$5,000)
 - c. Accounting & Legal Fees (approximately \$100-500)

- d. Liability Insurance/WSIB (\$0.32 per \$100 on payroll or \$1200 approx)
- e. Levy Group/training amounts unclear
 - i. Add catering amount as “staff training” if that is what the catering is for
 - ii. Have AGM & Spring Election as separate amounts (see Miranda’s suggested budget)
- 4. Update Debt (inherited) line to be accurate (see above notes, re: actuals)
- 5. Remove summer budget from document, as this would be separately approved