

Arthur Inc - Board of Directors Meeting

August 7, 2019

Meeting Called to Order: 5:16pm

In attendance:

Paige McLaughlin (Internal Affairs Commissioner)
Nick Taylor (Sustainability Commissioner) *Acting Chair*
Leina Amatsuji-Berry (Arthur-In-Summer Coordinator/Editor Volume 53/54)
Maxine Niehaus (Treasurer)
Miranda Rigby (Secretary)

Regrets:

Maeve de Savoye (President/Chair)
Janette Platana (External Affairs Commissioner)

I. Land Acknowledgement and Pronouns

- Nick agreed to chair the meeting
- Nick provided the land acknowledgement
- Pronouns were stated and unofficially collected for minutes purposes

II. Approval of Last Meeting's Minutes (July 24)

- Leina suggested that the wording be changed re: CFS update, as she worries that it implies that we (Arthur) are going to court -- we are not
- Nick agrees to fix the previous meeting minutes with the aforementioned addendum
- Maxine votes to approve the minutes with the aforementioned addendum
 - Paige seconded
 - Unanimous

III. Approval of Emergency Meeting's Minutes (July 26)

- Maxine and Leina suggested a separate document (instead of in email)
- Maxine votes to approve the minutes with the aforementioned addendum
 - Paige seconded
 - Unanimous

IV. Approval of This Meeting's Agenda

- Maxine motioned to approve
 - Miranda seconded
 - Unanimous

V. Contingency Committee Update

- Policy Updates

- Miranda provided a physical copy of the changes made to the policies thus far (see attached below these minutes)
- Miranda outlined all changes deemed necessary due to challenges in previous Arthur volumes, explained that a few things still need to be considered and wanted to pose these questions to the board:
 - In reference to the question about putting a deadline on Anti-Oppression training, Miranda asked if 30 days was enough time to require Editors to organize the event
 - ◆ Paige mentioned that it was important to have the event happen before Head of the Trent
 - ◆ All members agreed
 - ◆ Paige (Internal Affairs) said she would help
 - ◆ OPIRG will be contacted and utilized for the event
 - In reference to the question about keeping/removing Caucuses
 - ◆ Miranda explained to new members what Caucuses were:
 - Haven't seen them in action for over 10 years
 - Used to represent specific demographic of students who are marginalized, specifically in helping them have their voice in the paper
 - In recent years, this role has been unofficially deemed not useful, as student groups exist now that can be (and have been) consulted with
 - ◆ Miranda expressed worry about tokenizing people in the process of consultation and also worry about volunteer interest
 - ◆ Nick recounted a conversation about ensuring that these groups have a voice by inviting the official groups into Arthur throughout the year
 - ◆ Maxine suggested a 1-2x a month meeting to go over any suggestions/issues with the paper
 - ◆ Conversation turned toward invigorating the Anti-O Committee vs. utilizing caucuses (ie, updating the mandate, updating their role, and ensuring that we have one this year to help bring these student groups to Arthur)
 - ◆ Maxine put forth a motion to remove Caucuses from the Policies and instead implement an Anti-Oppression committee for the upcoming Volume
 - Paige seconded this motion
 - Unanimous
 - In reference to the question about limiting the paper to a single editorship during times of financial hardship

- ◆ Leina said she has thought about this issue before and thinks the idea is interesting but would need firmer definitions of “financial hardship”
- ◆ Paige posed the question re: if it is possible
- ◆ Leina, Nick, and Miranda confirmed that it has been done before and it is possible, with a stronger production team
- ◆ Nick brought up the idea of the possibility of (two) Part Time editorships
- ◆ Miranda expressed interest, but noted that Full Time positions come with a more definite level of commitment and worried that a Part Time editor might have less invested in Arthur (when not matched with another Full Time editor)
- ◆ This issue was tabled for further consideration
- In reference to a semester-based hiring system, Miranda asked for the board member’s opinions on having (non-Editor) positions being hired on a semester-length basis
 - ◆ Paige expressed that doing so would be at a benefit for transfer students and would allow for a positive change of hands for the paper when necessary
 - ◆ Miranda also noted that it would allow for employee review and change for budgeting as necessary
 - ◆ The board unanimously agreed that the semester based hiring system should be in the policies

VI. Arthur-in-Summer (Canada Summer Jobs Project) Update

- Operations Update
 - More than half of the levy community has been responsive to the profiles that the staff have been writing during this contract. However, some have still not responded.
 - Janette has paid the CRA the payroll deductions for the Canada Summer Jobs Project for the months of May, June, and July. She will be reimbursed accordingly.
 - All the federal government paperwork that can be done has been done up until today.
- Budget Updates
 - On August 1, 2019, the Arthur-in-Summer staff held a fundraiser for Arthur Newspaper at Write On The Street (388 George street North) from 7 p.m. to 10 p.m. The organization spent \$91.88 but made \$639.55.
- Leina mentioned that the Internship positions end by the end of this week (Friday) and Leina’s contract ends by the end of the month
- Leina noted that it’s been a great experience
- Paige suggested that they help with exit interviews, would like to do so on Friday

- Paige will email Leina a list of questions for Leina to approve, will meet with employees this Friday
- POI, Miranda; Can we have further explanation on what “Paying deductions means?”
 - Leina explained that it was the taxes we deducted from the employees’ pay cheques (due to us paying them from the downtown account), we simply needed to assure the government received the money, and Janette used a personal credit card to help
- Leina mentioned that the \$2000 budget was not fully used for this project

VII. University Updates

- “Optional Non-Tuition Fees”
 - The first significant round of levy and ancillary fee opt-outs concluded on August 6, 2019. 36% of students eligible to opt-out (full-time undergraduate students at Trent University Peterborough) have opted out of the first half of *Arthur’s* annual levy fee of \$11.07 (indexed to the Consumer Price Index from \$10.82 last year).
 - If all of the approximately 7713 eligible (full-time undergraduate Peterborough) students were to have opted in, *Arthur* would have received \$42652.89 as a gross levy total for the Fall semester.
 - Because only 64% of students have opted in for this semester, *Arthur* can expect \$27296.08 as a gross levy total for the Fall semester.
 - The next opt-out period is in November 2019.
- Leina mentioned that the TCSA was meant to release a joint promotional material for levy groups, but didn’t send it out
- Leina wants to reach out to Absynthe and support them
- For the “Opt-In Challenge”, Leina has volunteered to make buttons
 - Paige expressed interest in helping the Levy Groups do this Challenge and has many ideas

VIII. Canada Revenue Agency

- Miranda asked if we had received the Social Insurance information requested during the July 24th meeting, to send to the CRA; we have not
- Miranda said she would send an email to Leina after the meeting to assure that Maeve is followed up with

IX. Any Other Business

- To-Do List Updates
 - Trent University’s year-end was May 2019, so actuals for May, June, and July 2019 haven’t been received from the University account.
 - This has delayed the ability to create actuals for this past year (there was a pay cheque received in May by the Editors)
 - Miranda suggested we use the information we know to create a

temporary (estimated) actual document, so that we can approve next year's budget at the next meeting

- Leina agreed to do so
- When these numbers are confirmed, the 2018-2019 budget sheets will be completed.
- Printer will be contacted this week to confirm that the quote Miranda provided the Editors is still valid
- Business Department placement opportunities
 - Leina has been in contact with Deb and the department has confirmed one student to help Arthur with business needs
- Office phone
 - Miranda asked Leina about getting a phone number for the office
 - Leina confirmed that it is still something that they want to do
- Advertising
 - Leina asked if any board members would like to help with calls for advertising
 - Maxine has agreed to help make some calls, but hopes to have a script, Paige also would like to help
 - Leina wants to take a look at the advertisement information online to assure it's up-to-date
 - Miranda would like to look at other local papers to see if the pricing is still equivalent

X. Adjournment

- Paige made a motion to adjourn: 6:02pm
- Maxine seconded
- Vote unanimous

Please see next page for notes from Contingency Committee

Contingency Committee Policy Updates

Changes made thus far:

1. Wording:
 - a. Change of “Spouse” to “Partner”; definition changed to include types of partners
 - b. Definition of “financial archives” (actuals, budget, balance sheet, income statement)
 - c. Staff and Volunteer Issues > Internal Affairs
 - d. Community Outreach and Membership > External Affairs
2. Board opening announcements only must appear in the paper when possible, during non-publication time, social media may be used
3. Fully updated Forms of Employment (3.1) including hiring priority and approximate hiring term length/hours per week
4. Removal of “in summer months” for honorarium
5. Addition of “Canada Summer Jobs” to noted hiring grant suggestions
6. Notation of policies being also applicable during the summer months, if chosen to operate
7. Updated, modified and expanded hiring policy which includes more locations for job postings, changes to wording about posting in offices (as rules have changed)
8. Stricter rules about interview including questions related to “oppressive issues”
9. Additional requirements (practice test) for applying copy editors during interviews
10. Deadline (first 30 days following class beginning) for anti-Oppression training, professionalism training, and other skills workshops
11. Modernized training expectations including reviewing digital Policy & Procedure document and training not being in the form of documents
12. Removal of policy where Staff Collective published every six issues, as this was not being upheld
13. New policy re: volunteers and the complaint procedure as it relates to them (same as paid employees)
14. Updated list of student groups in 4.1.3
15. Addition of Contingency Committee to list of suggested committees
16. “Failing to uphold policies” and “Complaints regarding financial mismanagement” added to the list of complaints handled by the Board of Directors
17. New subject headings re: “Budget Transparency” (posting budget online) & “Advertising and Page Count Model” (assuring every week is profitable)
18. Change from mail to email where mailing was no longer the norm
19. Addition of policy around E-transfers and how to keep record when using E-transfers
20. Looser specification about where AGM notice will appear (as editorial pages vary for placement year-to-year)
21. Chair of Spring Election only being run by editors if they aren’t running for re-election, reassigning chairing to the Board President
22. Results at Spring Election to be read out by chair of the meeting (not TCSA)
23. You no longer need to apply to be on the Board prior to the Spring Election, because this was not followed in the institutions knowledge.
24. Various stylistic choices

Help Needed:

1. Is 30 days from the beginning of classes enough time to give Editors to coordinate Anti-Oppression training? Should it be sooner/later?
2. Are Caucuses an outdated concept?
3. Should we continue to allow for double editorship during times of financial hardship?
4. Should semester-based hiring processes be mandated to assure fiscal responsibility?