

Arthur Inc - Board of Directors Meeting

June 13, 2019

Meeting Called to Order: 5:37pm

In attendance:

Janette Platana (External Affairs Commissioner)
Paige McLaughlin (Internal Affairs Commissioner)
Nick Taylor (Sustainability Commissioner)
Leina Amatsuji-Berry (Arthur-In-Summer Coordinator/Editor Volume 53/54)
Maeve de Savoye (President/Chair)
Miranda Rigby (Secretary)

Regrets:

Maxine Niehaus (Treasurer)

I. Land Acknowledgement and Pronouns

- Miranda provided the land acknowledgement
- Pronouns were stated and unofficially collected for minutes purposes

II. Approval of Last Meeting's Minutes

- Miranda suggested an addendum to the last meetings minutes to clarify the end time of the meeting, Nick advised meeting ended at 6:37PM
- Janette motioned to approve the minutes with the aforementioned addendum
 - Paige seconded
 - Unanimous

III. Approval of This Meeting's Agenda

- Nick motioned to approve
 - Paige seconded
 - Unanimous

IV. Contingency Committee Update

- Policy Updates
 - Miranda provided a policy update on behalf of the Contingency Committee, many notable changes outlined in the attached chart, stated there were a few things that needed to be brought to the board at this time, but overall she was impressed by how much got done considering that the last update was merely a half completed one that utilized changes Miranda suggested during her 2013-14 stint as President of the Board before her early departure
 - Maeve suggested that somehow we assure transparency in this process to make sure that people know our policies weren't truly updated in 2017 and it says 2001

- Miranda pointed out that the top of the policy document states “Consolidated” on 2001 and since there isn’t a date the 2017 version where it was consolidated post 2017, the policies have not officially been ratified, and that is why we are rushing to get them updated in time for the AGM
- Miranda asked for the Board’s assistance in assuring that a policy was not a conflict of interest, as she noted that the change was in reference to her own personal experience as Editor; Miranda explained that during her editorship (Vol. 46) there was an issue whereby a volunteer writer was harassing her co-editor and her co-editor’s partner, when Miranda brought it to the board, the board said their hands were tied due to the policy not clearly stating process for volunteers who cause issue (only staff), Miranda included in Policy 4.1.2 [Volunteer] Roles & Responsibilities:

“Arthur volunteers are held to the same standard as Arthur employees. Editors are expected to treat volunteer writers with the same standard as their employees. If volunteers cause issue, ie., harassment, it is up to the editor(s) discretion whether they will continue working with the volunteer for the remainder of the Summer/current Volume. All of these decisions should be presented to the board during the next applicable board meeting. Volunteers should be given the email address of the board or the chair of the board, in case of further complaint.”

 - Janette expressed concern re: editors being the discretionary source of who would be disallowed from writing in the paper
 - Miranda explained that Editors have policies to assure that they are fully responsible for the paper and what is published, which is why it is up to the Editors to make the decision
 - Maeve followed up stating that she wondered about situations where the volunteer was the complainant re: harassment [of the editors, etc] and what the strategy was if that was the case
 - Leina stated that she wouldn’t stop a complaint from reaching the board but in case some editors in the future made that decision, we should assure there is policy to allow for the volunteers to seek help through the board
 - Miranda explained that this policy does exist elsewhere in the document, but agreed that it was important in this section and will assure to add some mention of it
- Miranda noted that there weren't many updates re:grants but since the Policy review isn’t 100% complete, the hope is that the next meeting we will be able to split our attendees into task groups and tackle that issue
 - Nick mentioned that he talked briefly about grants with Leina and will continue to pursue that line of conversation
 - Leina stated that she is in contact with the Canada Periodical Fund, and has emailed them about the due date for this year’s grants; Nick has only been able to find American grants

V. Arthur-In-Summer (CSJ) Update

- **Operations/Hiring:** Leina read through the following updates (additional notes affixed):
 - Hiring was completed by the Arthur-in-Summer Hiring Committee: Janette, Miranda, and Lubna; committee struck May 2, 2019
 - Writing interns are Sade, Jesse, Nick, and Cheyenne
 - All federal government paperwork is completed and up to date
 - Interns are working on profiles for the levy groups
 - Interns are also brainstorming events
 - Interns will be working downtown at Write on the Street every Thursday for the duration of their internship
 - Interns are tabling over the summer months at Trent: July 5, 15, 19; additionally once in August without the interns (contracts completed before then)
 - Orientation week event plan; proposal sent in two days prior to deadline; not yet confirmed, event will run two days (1 hr each) and is being organized by the interns
 - Miranda POI: Does Disorientation still occur?
 - Paige POI: What is Disorientation?
 - Leina: It's run by OPIRG.
 - Nick: Yes, it still happens. It was once a series of events created to counteract Bonnie Patterson's reign as President.
 - Miranda suggested that Arthur looks into creating a Disorientation event in addition to the Orientation event; Miranda suggested creating a "speak-easy" type event (Janette said we could hold it in "Write on the Street") that is promoted at the Orientation event by way of a "secret" invitation
 - Leina said that she liked the idea and would look into it as a possible idea
- **Payroll:** Janette brought up that Arthur has a deficit of approximately \$30,000 in the Trent Payroll Account; worried about paying CSJ employees; there is concern about the complexity of the process to register through the CRA (Canada Revenue Agency) to assure payment can be made to CSJ employees; worried about the money coming through an account that states "Trent University" and not "Arthur"
 - Miranda explained that the Trent Payroll Account typically runs a deficit and as far as she is aware can run a deficit to whatever is needed; Miranda asked Leina how much funds were in both accounts (Trent Account and Bank Account)
 - Leina stated to her best knowledge the amounts in each account are approximately: \$30,000 deficit in the Trent account, and \$38,000 saved in the Bank Account downtown; \$8,000 total fiscal asset, best guess
 - Miranda explained that no money, necessarily, needs to be moved

- Paige explained that the paystubs that come from Trent University do state “Arthur Newspaper” on them and hopefully that would be sufficient for CSJ
- Leina hopes that CSJ will understand that the Arthur in summer project will come through those accounts; she will have to assure that dates line-up with positions and allow them to verify how much money was given to our employees; due to a new employee at Payroll, the process is going slower than usual, but she will continue to follow up
- Janette suggested that either Paige or Leina to contact CSJ for Arthur Newspaper stating: “Please note that...”; explain our process for payroll; also that we write a check to payroll, and use that CSJ money to bring us into the black
- Miranda explained that the Business Manager typically was in charge of closing the books in the summer months (pre-June 30) and calculating the totals in all accounts to share our assets/liabilities
 - Paige inquired about whether or not we still have a Business manager
 - Leina explained that the position has been vacant since the end of their contract ended with the school year
- Janette reminded us that the TWSP applications are due on June 30
 - Maeve expressed concern about how much levy funding we are going to have
 - Nick explained that the opt-out information is coming out in August; some levies are making assumptions based on Queens’ numbers (30% will opt-in)
 - Miranda explained that we could talk a lot about the potential numbers for the fall, but that isn’t an immediate concern because there isn’t much we can do to plan for it that hasn’t already been done
 - Maeve agreed and said we should postpone this discussion
- **Summer Budget:** Leina asked the board to approve a budget of \$2000 for the summer months/summer initiatives
 - Miranda asked how the amounts would break-down and what it would be used for
 - Leina explained that the money would be spent on tabling materials such as stickers, pins, and magnets
 - Miranda POI: Can we use the OPIRG button machine for that part?
 - Leina explained that was part of the plan; the majority of the money would go to Renegade Apparel for magnets and stickers:
 - We were quoted: \$282.50 stickers, \$508.50 magnets - from Renegade Apparel
 - \$135 bus pass - for Jesse McRae due to no student pass

- \$200 for a new laser printer
- \$800 for misc event/office supplies
- Miranda made a motion to allow for Arthur-in-Summer to utilize a budget of \$2000, out of the approximate \$8000 previously quoted
 - Nick seconded
 - Unanimous

VI. Canada Revenue Agency

- Treasurer updates
 - This point was not possible due to Maxine's absence
 - Miranda suggested we table this section, ask for updates via email, and ratify any pertinent information at the next meeting
 - Paige motioned to do that
 - Miranda seconded
 - Unanimous

VII. Any Other Business

- Miranda added: **Newspaper Printer:**
 - Miranda sent out a request for quotes to four companies, got a response from three
 - One Toronto based firm offered us a price of approximately \$300 less than what we paid last year
 - The company in Bracebridge sent a follow up email asking how to keep our business
 - Miranda will follow up with our original printing company and see if they can match/better the price offered
 - Miranda will update at the next meeting
- Leina added: **Levy group meeting:**
 - At the last meeting the TCSA mentioned that the CFS (Canadian Federation of Students Ontario) are putting forward a Legal Challenge against the Ministry's Student Choice Initiative
 - If this goes to court; it might allow for the process for removing levies to be delayed
 - The CFS stated they were looking for sworn statement (affidavit) from student groups, re: how this initiative negatively affects their ability to proceed
 - Nick mentioned that he had heard from Alyssa that it may be an initiative made by the Levy collective (and not individual groups), will have to wait to hear more
 - Leina asked if it was okay if she alters the letter given to Leo Groarke to use for this purpose
 - Miranda motioned to allow this
 - Nick seconded

- Unanimous
- Leina added: **Next meeting time?**
 - June 24-25?
 - Send out an email Sunday/Monday (16/17) to confirm
- ❖ Adjournment
 - Meeting Called to End: 6:49pm
 - Motion made by Paige
 - Seconded by Nick
 - Unanimous

On the following page(s):

Policy Updates
Agenda with notes

Policy Review Updates: Changes as of June 13th, 2019

Num	Text	Why	Complete?
2.1.1	“Anyone who is not a member of Arthur and who wishes to run for a Board position must apply to the Board of Directors for membership before the election. “	Unnecessary and never upheld in recent history, usually members don’t know much about the board and utilize elections to learn	Yes.
2.1.2	“Board openings should be announced in Arthur. The definition of Membership Directors and Staff Collective Directors, the process for becoming a Member and the date of the next Board meeting should be included in the announcement.”	Addendum to include summer month policy, posting on social media?	Yes.
2.4.2	“Treasurer of the board... The Treasurer will ensure that Arthur’s financial archives are kept for a period of seven years.”	Financial archives are in the process of being updated and the treasurer will be consulted in reference to updating current policy for their position	Yes.
2.40.4	“2.4.4 Staff and Volunteer Issues Commissioner”	Position doesn’t exist, must review to verify if should	Yes.
2.4.5	“2.4.5 Space Issues Commissioner ...”	Definition deleted, Student Space Coalition no longer exists	Yes.
2.4.5	“2.4.5 Community Outreach and Membership Director”	Definition exists but no position held, review to verify if position should exist	Yes.
3.2	“All job opportunities will be posted at the Arthur office. Priority will be given to volunteers with the appropriate skills. Job opportunities must also be posted at Careers and Counselling, in the Native Studies lounge, the Trent International Program office, the Human Rights Office and the Trent Queer Collective office.”	Does this still apply?	Yes.

4.1.1	“A list of current members of the Staff Collective should be printed on the editorial page of Arthur every six issues...”	Is this important?	Yes.
7.4	Customer Accounts (full section)	Need to review with editors; Does this happen?	No.
7.7	“Cheque Requisitions Whenever a cheque is written, a cheque requisition form must be filled out in full. The budget line that the cheque is coming from should be indicated on the form. Any related documentation should be clipped to the requisition form. The forms are put in the folder marked "Cheque Requisitions" in the front of the cheque binder.”	Need to update policy to include e-transfers	Yes.
8.1	“8.1 Notice Notice of the AGM must be given two weeks in advance in Arthur on the editorial page, on Arthur social media and on the website, and by posting the information in prominent locations at Trent buildings. The Board is responsible for giving notice of AGMs.”	Posting not done, may need reviewal, not posted in Arthur?	Yes.
9.2	“Procedure of Meeting The Spring Elections meeting is chaired by the editor(s).”	Need to add addendum for when the Editors are running	Yes.
9.5	“· The results of the [Spring] election are read out by the TCSA scrutineer. “	Not necessary if 9.2 is corrected	Yes.
Additions	Creating a system whereby the Editors can't take 100% control of the		No.

	paper/board		
	Creating semester based hiring system		Yes.
	Recommendations of total length of hiring (especially important for business manager)		No.
	Update to Business Manager definition to emphasize the importance of longer term contract		Yes.
	More comprehensive committee guidelines		No.
	Emphasis on weekly paper and consistency		No.
	Single editorship?		No.
	Volunteer issues		No.

**Arthur Inc. Board of Directors Meeting Thursday June 13, 2019 Scheduled 5
p.m., Write On The Street (388 George street), Peterborough ON**

Meeting called to order:

In attendance: Regrets:

**1. Land Acknowledgement and
Pronouns 2. Approval of Last Meeting's
Minutes 3. Approval of This Meeting's
Agenda 4. Contingency Committee
Update**

**• Policy Updates 5. Arthur-in-Summer (Canada
Summer Jobs Project) Update**

• Operations Updates

- All the federal government paperwork that can be done has been done up until today.
- Summer Writing Interns are working on profiling all of Trent University Peterborough-Nogojiwanong's levy fees: what they're used for, when they were established, etcetera.
- The Summer Programming Coordinator and Summer Writing Interns (along with any volunteers) will be tabling at the university's Summer Orientation days on Friday July 5; Saturday July 13; and Friday July 19. The last Summer Orientation will be tabled by the editors on Saturday August 17.
- The Summer Programming Coordinator and Summer Writing Interns occupy Write On The Street each Thursday for *ArThursdays*, during which the summer staff are able to review how the past week has gone with themselves and with Janette. They are also brainstorming event and fundraising opportunities for *ArThursdays*.
- Summer Writing Interns are also working on an Orientation Week event plan for the editors and future staff and volunteers to conduct during the week of September 1.

• Hiring Updates

- The Summer Writing Interns are (surname alphabetical) Sadie Kotze, Jesse McCrae, Nick Taylor, and Cheyenne Wood.
- The Arthur-in-Summer Hiring Committee is Janette Platana, Miranda Rigby, and Lubna Sadek as struck on the meeting of May 2, 2019.

- **Budget Updates**

- The office printer has died. Rest in peace, \$5 Talize printer.
- The Summer Programming Coordinator and Summer Writing Interns have suggested tabling materials for the Summer Orientation days, such as stickers and fridge magnets. 2000 4"×2" stickers from Renegade Apparel are \$250 plus taxes (\$282.50). 2000 3.5"×2" fridge magnets from Renegade Apparel are \$450 plus taxes (\$508.50).

- **Payroll**

- How shall Arthur pay for its Arthur-in-Summer workers' wages: from the University payroll account, or from the downtown Chequing account?
- This must be revisited for the purposes of calculating and paying the mandatory employment-related costs (MERCs), and for establishing a pay schedule for summer staff. **6.**

Canada Revenue Agency

- **Treasurer**

Updates 8. Any Other

Business 9. Adjournment