

Arthur Newspaper Board Meeting - Minutes

May 2, 2019

Meeting called to order: 4:09 PM

Members present:

Max Niehaus (Treasurer)

Miranda Rigby (Secretary)

Maeve de Savoye (President)

Nicholas Taylor (*New: Sustainability Commissioner*)

Janette Platana (External Affairs Commissioner)

Lubna Sadek & Leina Amatsuji-Berry (Co-Editors)

Regrets:

Paige McLaughlin

Jiahe Fan

I. Land Acknowledgement and Pronouns

- Miranda, using the local OPIRG website, did the land acknowledgement
- All pronouns recorded for minutes use

II. Approval of Previous Meeting's Minutes & Agenda

- All members had reviewed last meeting's minutes (29 March 2019)
- Maxine motioned to approve, Nick seconded, vote unanimous

III. Canada Summer Jobs

- Canada Summer Jobs approved our application and our plan for the funding
- Lubna stated she is starting a job full time next week, cannot apply for a job, not eligible for CSJ, because of this she is handling the organization of the summer jobs with Janette
 - CSJ mission is to get community involved, expand beyond academic year, jobs for Canadian youth, end of summer issue (all content in summer potentially published in issue O), and to cover events in summer
 - Approved for 2 jobs: 1 coordinator, 1 writing intern
 - 8 positions total

- All writing interns will have a unique purpose, specialization
- Would like to ask for board input, but applied with the following titles: levy group, archives and history, digital media, local food and living, community student support, art and sports
- Since the Writing workshop at Trent isn't happening and not all hours were approved, Janette got in touch with CSJ and they stated that we have a Certain amount of hours given and we can manipulate them
 - POI Miranda: How many hours?
 - 2180 hours total
- Janette recommends that we don't post on Indeed due to lack of filtering process for the applications, EPC and Trent only; we already have a lot of boxes to tick
 - POI Nick: What boxes do we need to tick?
 - Lubna stated: Arthur socials, EPC, and Trent job boards
 - POI Maeve: What happens if some jobs won't be filled?
 - Lubna: unsure, but assume all positions will get filled
 - Janette: no issue, CSJ likely will give money elsewhere
 - Lubna: add hours to the rest of the positions
 - POI Miranda: Will the jobs be limited to Trent students?
 - Lubna: Up to coordinators, as they are scheduled to handle the hiring process
 - Leina: Not necessarily the worse idea to appeal to Trent students
 - POI Maeve: What about Fleming students?
 - We would accept, in theory
- Janette: The main task would be to make sure that our goals are fulfilled
 - POI Leina: We won't violate our agreement to alter number of people hired?
 - Lubna: as long as both positions are hired, not an issue, minimum 30 hours a week
- POI Miranda: Will there be a budget created? Is there going to be costs outside of the funding for the employees?
 - Lubna: The budget can come in later, board approved for issue o
 - Miranda: We need to assure any additional spending in the summer is approved, before spending happens
 - Lubna and Janette understood
- Nick continued the conversation by stating 30 hours a week provides a lot of time for writers
- Janette agreed that the amount of time is manageable and help us fulfill our goals
- Maxine POI: Do I need to declare a conflict of interest during these conversations, because of my interest in applying to these jobs?
 - Miranda: No, I don't believe so. As long as we know of your interest when there is a vote and you abstain from that part of that process.
- Maeve suggested: If someone backs out of the positions, we should keep a list
 - Janette stated that we will have to check with CSJ
- Lubna stated it's all about hours and hours used

- Nick POI: Does there need to be a vote on number of positions
- Miranda suggests it might be good to make a motion to allow for coordinator to hire remaining positions and handle budget
- Leina POI: Do we need any more materials in the summer months?
 - Lubna responded: Possibly, but in terms of the funding, we need to look over the previous year's budget because we underspent on training and a fair amount of other categories
- Janette offered *Write on the Street* as a base for Arthur to work, would like to see Arthur be outside and visible for the summer
- Nick suggested having a budget created, coming out of current funding, before next meeting; suggested whomever is hired as coordinator position needs to do work around staff plan; suggests scheduling another board meeting to assure a deadline is met
 - Miranda agreed and suggested we schedule the meeting during section IV of the meeting
- Maeve asked about story meetings in the summer and how production schedules would work
 - Lubna stated that there would likely be no story meeting, no production that weekend; it would be the coordinator's job to plan the details of when meetings happen
- Miranda made a motion: to allow for the hired coordinator to organize the remaining positions and help prepare a budget to present to the board at the next board meeting,
 - Janette seconded this motion, and Maxine, Maeve & Nick abstained due to conflict of interest

IV. Updates on all committees and booking future meetings

- All attending members reviewed the calendar and suggested the next board meeting time
 - 20 May @ 1pm
- The contingency committee needs to meet and will do a call-out shortly, Lubna suggested the Arthur office; Miranda said she would send out an email
 - 9 May @ 6pm
- Janette asked to strike a short term committee during this current meeting to validate position totals so that information could be relayed to CSJ
 - Lubna, Janette, and Miranda met for approximately 10 minutes without other board members (as all expressed interest in applying to CSJ)
 - As a temporary committee, it was decided that we would hire only one coordinator for 16 weeks x 35 hours per week: from 13May-30Aug
 - It was also decided to hire four writing interns for 12 weeks x 30 hours per week from 3June-23Aug; total for all positions 2000 hours
 - Janette suggested five total staff due to odd numbers being easier during voting situations; Miranda and Lubna agreed
 - All votes in closed session were unanimous

V. Student Housing Co-op Funding

- Lubna: Need to ask the Student Housing Co-op for a dollar value and to present them with a model for spending money
 - Miranda suggested using some of the funding for advertising/marketing support/the general idea of promoting housing co-ops
- Lubna wondered if \$10,000 could be asked for in reference to our printing costs; to better serve our membership and back to a weekly paper
- Board members are in agreeance
- Miranda suggested using the Housing Co-op's website and their mandates to dictate the framework of the proposal
- Nick suggested emphasizing our support of the broader Peterborough community
- Miranda suggested that *Arthur* is a powerful tool to fight all ideals that the housing co-op sought to fight against; a tool to fight gentrification
- Miranda motioned to allow Lubna to pursue the Student Housing Co-op for \$10,000 to help offset printing costs and promote related causes to the Student Housing Co-op initiatives; motion seconded by Nick; unanimous

VI. Other Business

- Miranda inquired about creating an official role for Nicholas Taylor
 - Discussion surrounded need of the board and what initiatives we will be needing in the coming months
 - Miranda verified that all roles required to run the board from a functional standpoint are filled so the option would be to choose one of the two positions noted in bylaw/policy, or create a new position title and define that role at a later time (ie, during year end review)
 - Nick suggested the idea of focusing on sustainability of *Arthur*
 - The board settled on the idea of the title: Sustainability Commissioner
 - Miranda motioned, Max seconded, unanimous
- James' letter of resignation sent on April 4, 2019
 - Miranda motions to accept James' removal
 - Nick seconded, unanimous
- Jiahe has not been in attendance for more than 3 meetings without regrets sent
 - Maxine made a motion to remove Jiahe Fan from the board
 - Miranda seconded the motion; unanimous
- Lubna brought up the idea of doing *Arthur*'s taxes; they haven't been done for many years; she found a place which will do a free consultation for a not for profit and wonders if we should book an appointment; unsure what documents are needed, if a lot of documents needed, the consultation would become paid
 - Janette suggested passing the responsibility/the information about the accountant onward to the summer coordinator
 - Lubna will pass on the information

- Miranda brought up the vacancy on the board, suggested that we fill it with an interested party, ASAP; Miranda also reminded board members re: the policy around a higher percent of board members remaining unpaid v. paid, specifically in case board members apply for summer jobs
 - Janette suggested Cheyanne and Lola be contacted in reference to the vacancy on the board as they had expressed interest previously

VII. Adjournment

- Meeting was called to adjourn at 6:04PM
 - Motion made by Maxine
 - Seconded by Miranda
 - Unanimous