

Arthur Inc. - Board of Directors Meeting

Tuesday September 6, 2019

Meeting Called to Order: 5:14pm

In attendance:

Paige McLaughlin (Internal Affairs Commissioner)
Nick Taylor (Sustainability Commissioner)
Miranda Rigby (Secretary)
Lubna Sadek (Editor Volume 53/54)
Maxine Niehaus (Treasurer)
Janette Platana (External Affairs Commissioner) * Acting Chair *
Leina Amatsuji-Berry (Editor Volume 53/54/Summer Programming Coordinator)
Maeve de Savoye (President/Chair)

Regrets:

None

I. Land Acknowledgement and Pronouns

- ❖ Janette volunteered to chair in Maeve's absence
- ❖ Janette provided the land acknowledgement
- ❖ Pronouns were provided and recorded for minute writing purposes

II. Approval of August 27 Meeting's Minutes

- ❖ Maxine 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 agenda
- ❖ Paige seconded, unanimous

IV. Arthur's Actual Budget 2018/2019

- ❖ Lubna presented the following information:
 - Budget reflects full pay and TWSP and TIP reimbursements included except one TIP funding position actuals for winter semester, pending from university for June Actuals
 - This year timesheets will be submitted by an editor biweekly
 - \$5 amount in income verified as bank interest mislabelled
 - Total income corrected to reflect total from levy cheque before inherited debt paid in expenses

- CSJ budget reflected as its own budget. Reimbursement still pending
- Distribution added as honorarium (any further steps?)
- ❖ Lubna gave members digital and paper copies of the documents (see affixed)
- ❖ Lubna explained that last meeting there were some clarification asked by her and Leina for the Actuals and for the upcoming Budget, the Editors spent the time over the past week to review what was asked of them
 - Found the actuals of payroll, based on payroll statements
 - Full TWSP and TIP reimbursements are on actuals as of today
 - Editors are going to submit the timesheets at the Payroll office for the upcoming year, as it caused some complications with the actuals (ex., some months employees look like they are getting paid more than other employees, but this was due to late submissions of timesheets)
 - The bank interest was mislabelled in the timesheet that was presented last meeting, we received approximately \$5 and this is reflected in “Income”
 - At the last meeting total levy money stated \$62,171.91, it is now updated and correct at \$82,575.19
 - Distribution positions were relabeled as “Honorarium”, is this the final step in this process?
 - Miranda stated, that in addition to Honorariums being given, we would also need to provide a T4A, recommended we do so for the next tax period (February)
 - Paige, Point of Information: Were you paid \$15 x 30 last year?
 - Leina: Yes.
 - Paige: Can you explain the reason that the editors pay was different from each other?
 - Leina: It was likely due to taxes, and this year will likely have similar differences.

V. Arthur's Working Budget 2019/2020

- ❖ Total amount reflects income of fall semester levy cheque only, hopeful that number will be correct, but still unsure given opt-out process
- ❖ Liability insurance estimate (any more info on how to move forward?) and WSIB added
 - Miranda stated she looked into this, Nick shared his pay cheque information and there wasn't any WSIB deducted, as was suggested at the last meeting
 - Miranda said to include \$210 for WSIB on the budget and \$2000 for liability insurance
 - Miranda has been in contact with the Co-operators in town, as that is who Sadleir House gets their insurance from, they need a list of valuables in the office

- Janette recommended that the editors record more information (ie., serial numbers, etc)
- ❖ Maeve, POI: Are we backing up our documents?
 - Leina stated: Yes, we've been trying, but there are some missing documents, specifically advertising files and design files
- ❖ Anti Oppression training for Arthur Team and Board
 - Maxine, POI: Why has anti-Oppression training gone from \$100 to \$300
 - Lubna stated that anti-Oppression funding went to the levy group last year because they provided levy-wide training. This year, the editors will be sourcing help from OPIRG and create specific training for the media industry.
- ❖ Catering budget reduced to \$100 for AGM and Spring Elections
 - Paige, POI: Why is the catering budget was still \$100, despite us being in a financially tight situation?
 - Editors explained that they aren't able to get fully funded catering, but are able to get discounts
 - Paige expressed concern about spending any funding on food, due to small attendance numbers and conflict of interest (us paying ourselves by virtue of getting food)
 - Janette stated that she understands Paige's concerns and asks that we move forward in discussion
- ❖ Hiring structure updated to 2 Co-Editors, 2 TWSP local Sub Editors, 1 TWSP campus Sub Editor, 1 TIP campus Sub Editor, 1 TWSP Copy Editor, 1 TWSP Business Manager, and 1 Distributor.
 - Office hours will be longer on Sunday/Monday to afford time to create the publication
 - Everyone except distribution will be funded partially by TWSP and TIP
 - Since Business Department placement has fallen through this semester, the plan is to use some TWSP funding to find a Business Manager. Wanted to hire someone with more experience (non-TWSP) but don't have the funding
 - Nick, POI: Can you explain the document that you have given us re: the formatting of the TWSP/TIP funding?
 - Leina the document explains the cost to Arthur and the total cost before the refund and with the refund
- ❖ The Editors stated that they had hoped to save money by removing the printer's shipping fee and asking the new Distribution manager to get the papers from Toronto, this would mean we would be paying this position \$120
 - Various board members expressed concern about this amount being too low for distribution

- Miranda mentioned that historically distribution is the hardest position to hire and expressed concern about making the job even less desirable
- Janette suggested that the Editors look further into advertising revenue, as \$120 for distribution seems too low
- Leina stated that the advertising revenue estimate was relatively conservative and they will look into ways to improve it
- ❖ POI, Janette: Have we gotten any placement students?
 - Leina stated we haven't.
- ❖ Janette discussed how the board needs to act more like a publisher and that business management shouldn't be handled by the Editors as it causes too much stress; Janette suggested we reduce the catering budget to \$0 and move that money into hiring
- ❖ Leina brought up that the phone expenses were budgeted as \$1200 based on Sadleir house estimate of \$150 per month (for 8 months)
 - POI, Janette: Can we get an office cell phone?
- ❖ At this point, the meeting was called to recess to look into phone options and provide a brief break to the members
- ❖ When the meeting resumed, Paige mentioned that the cost per month for a cell phone SIM card + monthly rate would be \$40 approximately; Paige may be able to donate a cell phone; total cost \$400
- ❖ Board recommended an increase in distribution pay by \$200
- ❖ Taxes estimated on budget from past due GST approximately \$10,000, this will mean that we have to recreate some old invoices
- ❖ Miranda stated she would be willing to look into this but would need access to the advertising email account; Editors agreed to give this access
- ❖ Janette mentioned that the raised money is included in Income, but not Stephen Stohn's agreement to match any fundraising
 - Leina explained that this was due to the loose nature of that agreement, they wanted to be conservative
 - Miranda suggested we still add that amount and talk to Stephen Stohn about it again later
- ❖ Paige, POI: There seems to be a difference in how much you were paid (Editors) vs. how much is in the actuals (\$15,368 from September-April), can you explain this?
 - Editors state the actuals amount reflects the 30 hours a week x \$15
 - Chair asks for this issue to be tabled due to redundancy
 - Leina stated that her budget was based on last year's numbers
 - Janette suggests contacting payroll to see if we can receive a copy of the timesheets for next year
 - Paige states that she will do this

- ❖ Miranda presented her budget; explained that it's reflective of the information that was given prior to the board meeting, and not all information was shared (the actuals were sent twice and she didn't have access to the second budget being proposed)
 - Miranda utilized the budget(s) from previous years and the numbers that the editors suggested for all TWSP/TIP hiring/Editor payroll
 - Miranda explained that a few key numbers were missing on the budget that the Editors had shared, including legal fees, merchandise, etc; a few things necessary including catering amounts, etc.
 - Maxine inquired about adding a bookkeeping amount in the budget
 - Miranda suggested the number gets added later as we have no historical document to inform the number
 - Affixed is a copy of the approved budget which was passed unanimously, line by line; end of year total is -\$1,121.76; hopeful that more advertising revenue/less GST will need to be paid
 - Maxine motioned to approve
 - Paige seconded
 - Unanimous

VI. Working Schedule & Office Hours

- ❖ A paper copy of the Editors' tentative office schedule was given to all members
 - Last meeting the board inquired about the office hours that the Editors would be keeping
 - Because both Editors are working two jobs, it's important that we know what/how the office hours will be and how they will be kept
 - Paige, POI: why Lubna wasn't in the office last Tuesday, despite it being denoted that she had hours on that Tuesday
 - Lubna explained that the schedule is rough and sometimes hours will have to be made up on a later date/time
 - Paige expressed concern with Lubna not being in the office for production
 - Paige, POI: how is it possible for Lubna/Leina to be only scheduled for 2.5 hours on production day?
 - Editors explained that they will try to make office hours work based on the need of the paper and hope to balance out the need for hours; Lubna understood Paige's concern
 - Lubna explained that it's also important that someone is in the office during their posted 12pm-4pm office hours; the Editors are looking to expand on who is in the office and who is present when meetings need to occur
 - Miranda, POI: What tasks do you believe are within your job title of

Editor(s)? I believe some tasks that were given last year didn't fall within the purview of your job.

- Leina asked for further clarification
 - Miranda explained that a fair amount of the work should be delegated to Board members/employees of Arthur, especially when you are now hiring "Section Editors", historically Section Editors had their own office hours and contributed to layout
 - Board members asked that the Editors create a weekly task list to identify what tasks were done during their shifts: payroll, story meeting, radio prep, etc.
 - ◆ Miranda explained that the Editor positions main goals should be creating the paper and training staff, because a lack of Business Manager/board training, many things haven't been delegated in the previous year(s); would like this to stop
 - ◆ Maeve expressed concern that the Editors may overlap what tasks they do without clear communication/being in the office at the same time
 - ◆ Paige expressed concern that Lubna's hours in week three weren't a full 30 hours (28), asked the editors to re-do
- ❖ Editors agreed to write down their daily tasks from this day until the time for the next board meeting

VII. Contingency Committee Update

- ❖ Miranda stated that the last meeting obligation occurred
- ❖ We have finished making edits to the P&P document and Miranda hopes to have a chart of all changes made before the next Board Meeting for pre-approval prior to AGM
- ❖ Maeve and Miranda will coordinate to get Maeve listed as our official GST contact (re: revenue based tax)

VIII. Other Business

- ❖ CSJ:
 - Leina explained that we are still waiting for money from the Canada Summer Jobs program, but have no reason to believe it won't arrive
- ❖ Resignation:
 - Janette is resigning from the Board as of today
 - Janette is willing to continue to attend board meetings as a volunteer when allowed/help chair board meetings when asked
 - Janette will be helping to write a Grant on Monday and welcomes volunteers
- ❖ Thanks:
 - Nick wanted to express thanks for all who worked on budgets/actuals

- ❖ Clarification:
 - Maxine inquired with the Editors why they weren't invited to help create the budget document, as per the purview of their position
 - Lubna explained that they intended to reach out but were overwhelmed by the task asked of them, so they didn't get to do so
 - Janette reaffirmed that as a board we should be acting more like publishers and that we need to assure that we are in communication

IX. Adjournment

- ❖ Next board meeting is set to occur on the 25th of September 2019
- ❖ Motion to adjourn at 8:10pm made by Nick
 - Seconded by Maeve, unanimous