MINUTES
BOARD OF DIRECTORS MEETING
WEDNESDAY, MARCH 25, 2015
2:00 P.M., MEDIUM OFFICE

1. Call to order

Meeting called to order at 2:24 p.m. In attendance are Ajay Sharma, Luke Sawczak, and Christine Capewell. Quorum was not reached, no motions can be taken.

2. Adoption of agenda

Quorum not reached. No agenda adopted.

3. Data entry

Sawczak had sent an email to the board asking permission to pay some small amount to (a) archive all mastheads from past years online and (b) do some manual data entry to transfer old articles from 2008.themedium.ca to themedium.ca and integrate them.

Board was generally in favour but Sharma asked why it's necessary to have these records. Sawczak argued that it's nice to have a list online to make it easier to look up past contributors. For article integration, articles from 2008-11 could also be found and searchable on the current site.

There are difficulties with adding these older articles because some elements that are now database entries were only text back then. The photographers' names and some other data has to be manually entered into the database for each post. Most other data has been done automatically for the 1,400 or so articles from that archived site.

Sharma suggested only having some of the articles be copied over to save time. Sawczak argued that a complete record is better even if only some are of high quality, and that sorting through them to decide the best ones would take as long as sorting through them to update the database anyhow.

Only some of the 1,400 articles have photos, so Sawczak estimates it would likely take a properly trained person less than 10 hours.

Those present agreed to go forward with the data entry.

Hourly wage for sorting through old article was decided as minimum wage.

Wage for entering old mastheads was decided as $5 per volume in which the masthead in the first issue is the final one, and $10 per volume that requires revisions because staff changed throughout the year.

4. Board election update

Seven candidates for five seats on the board, so no by-election in the fall.

5. Editorial board election update

[The board went in camera. Discussed the possible creation of a managing editor position. Problems include job description, allocating salary, and finding someone to fill existing vacancies before making new one. Determined that existing ones should be prioritized and managing editor can be looked into over the summer, possibly talk to staff about changing positions if it opens up. Also discussed talking to DVS chair for more candidates.]

6. Classifieds update

Classifieds were tried for one issue, but halted because they open up the risk of lost revenue that could go to print ads. Possible solutions discussed by board are pay-by-word basis or limiting classified space. To be considered next year.

7. Staff update

[The board went in camera at 2:40 p.m. and existed at 2:43 p.m.]

8. Computer, tech services update

Sawczak has spoken to help desk about upgrading some office Macs to SSD and they said they OS would have to be reinstalled, possibly not worth it. But Sawczak has taken business computer home to upgrade with SSD and Windows 8, because it's easier to change, not as much being on it at the moment.

Sawczak has secured Microsoft for non-profits licensing as well as the Google one. Free copies of Microsoft Office and free upgrades when the version is out. Also free access to Outlook-style emails if company ever wants to switch and free 1TB online OneDrive storage per user with unlimited users.

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Sawczak would like to replace the server with one with more space, speed, and drive protection (likely not a Mac); the current server has only one terabyte of storage and it's the only long-term storage solution at the moment. The photo computer is running out of space. Sawczak is deciding between getting a new server or an external storage for the photo editor's computer.

Sharma suggested a RAID array and agreed about a non-Mac server.

All board members agree that the server update is necessary since the server is central to Medium operations.

9. Other business

Sharma suggested several measures to make the board more accountable. They should sign contracts, be required to read the constitution and by-laws, be required to attend meetings, etc. A report on every board meeting should be written up in The Medium after the fact to make it more of an open, accountable process.

Capewell suggested that the yearly board meeting schedule be made at the beginning of the year, and changes can be made later on.

The board meeting minutes should be posted on social media on top of just being made accessible.

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Sawczak agreed. There are a couple of ways to do this because the constitution requires AGM to change and quorum has not been reached at an AGM in years, nor can quorum be lowered without first being met. One solution is to create a "policy" document changeable only by the board. Sharma expressed qualms because this would be non-binding and hence enforceable. A second solution is to engage a lawyer to see whether the constitution can be overridden despite its own self-imposed terms to update it to allow things like this. Sharma and Capewell felt this the better solution.

10. Next meeting

No next meeting!

11. Adjournment

Meeting not adjourned, because no quorum was reached, but ended at 2:52 p.m.