

**MINUTES**  
BOARD OF DIRECTORS MEETING  
Tuesday, September 29, 2015  
11:00 A.M., MEDIUM OFFICE

1. Call to order

Present: Maria Iqbal as EIC, Rebecca Xu, Christine Capewell (*ex-officio*), Natalia Ramnarine, Leo Jiang

Regrets: Jeremy Wu, Marium Faisal, Saima Khan

Meeting called to order at 11:11 a.m.

2. Adoption of agenda

EIC moves to adopt agenda. Motion carries.

3. Introduction & declaration of interests

Members introduce themselves and state organizations they are also a part of. No conflicts of interest were found.

4. New member orientation and appointment of Chair and Secretary

The Board is responsible for holding The Medium accountable for finances, for ensuring that the EIC performs his or her duties responsibly, for changes in salary, and to determine if a person has contributed to the publication of the newspaper during the year (in order to determine who is allowed to vote for the editorial board elections). Members agreed that Copy Editor will continue to take minutes at meetings as the Secretary. Leo nominates himself for Chair, seconded by EIC. Motion carried.

#### 5. Co-curricular Record Update

If CCR is approved, members of the board will receive a specific list of responsibilities as listed in the Constitution. Contribution to The Medium will appear on transcripts as part of the CCR.

#### 6. Unhired Staff, Staff, & Volunteer Updates

All editorial staff positions were filled except for Arts Editor, and an arts associate was hired. Hired a Managing Editor, two Online Editors, Ad Manager, and Distribution Manager. Did not hire a Video Editor again; video content was irregular last year. Will revisit the decision to hire a video editor at a later date. One of the online editors has video skills which may be used. Two of the positions, Copy Editor and Design Editor, are designated as Work-Study positions this year. A magazine may be published; the decision is not yet finalized. Need to see what resources are available for the magazine; may hire a Magazine Editor. Considering Copy Editor associates this year who would be volunteers; working on integrating them into the workflow and will meet with them soon.

#### 7. Editorial Board Elections

EIC moves to go in camera. Seconded by Jiang. Motion carries. Board goes in camera at 11:30 a.m.

[Board discussed developing a policy for addressing ties in editorial board elections. It was decided that, based on the constitution, the board should develop criteria clearly establishing who gets to vote in the elections. Research should be conducted into how other organizations address ties and develop a policy that works within the context of The Medium. A proposal should be brought forward based on the research, to be added as an amendment to the constitution.]

EIC moves to go out of camera. Seconded by Jiang. Motion carries. Board goes out of camera at 11:43 a.m.

#### 8. Next meeting & Schedule for the Year

Schedule regular meetings per semester. Jiang (as the newly appointed Chair) will find out when members are available. Will consider allowing board members to Skype call to attend the meeting if needed.

Next meeting in October, exact date to be set later.

#### 9. Other business

Need to prepare the budget to have the board members look at in a future meeting, preferably with the bookkeeper present to address any questions.

#### 10. Adjournment

EIC moves to adjourn the meeting. Seconded by Capewell. Meeting adjourned at 11:48 a.m.