

**MINUTES**  
BOARD OF DIRECTORS MEETING  
FRIDAY, OCTOBER 23, 2015  
12:00 P.M., MEDIUM OFFICE

1. Call to order

Present: Maria Iqbal as EIC, Christine Capewell (*non-voting*), Leo Jiang, Jeremy Wu, Saima Khan (*non-voting*), Marium Faisal

Regrets: Natalia Ramnarine

Meeting called to order at 12:22 p.m.

2. Adoption of agenda

EIC moves to adopt agenda. Motion carried.

3. Approval of past minutes

EIC moves to approve past minutes. Seconded by Jiang. Motion carried.

4. Declaration of interests

Members, including those absent at the previous meeting, state other organizations they are a part of. [*This was covered immediately after item 5 of the agenda.*]

## 5. Presentation of 2015/16 budget

Bookkeeper was not available for the presentation of the budget, but her firm prepared the budget for today.

Rebecca Xu arrived at 12:25 p.m.

Members evaluated 2015/16 budget. New positions were added this year, so there was an increase under the “salaries” category in the budget. Computer expenses from 2014/15 probably went to upgrading SSDs and computer RAM on office Macs, which wouldn’t need to be done again, so expenses in that category should be less this year. Travel expenses are for distribution manager and bookkeeper. EIC should clarify if distribution manager’s travel stipend is counted under “travel” or “salaries”. Capewell notes that actuals from last year would show accumulated profit/loss to help plan this year and allow *The Medium* to make various plans for potential profits or losses. EIC should follow up about this. Plans for magazine were discussed. If there is a magazine, the accounting firm indicated it would have to be funded through advertisement revenue. If there is not enough revenue, the work can still be done and be published online or saved for the following September. EIC moves to approve budget. Motion carried.

## 6. Constitutional amendment

Members presented research about developing a policy for addressing ties in editorial board elections. According to the constitution, Voting Staff are of two types: those who are voters based on involvement with the “production” of the paper as well as those who are voters by virtue of their position on *The Medium’s* staff. Some staff positions are listed in the constitution as non-voting. Other positions are new and not mentioned in the

constitution at all. Amendments can be made to the constitution to determine who can vote in the election. An amendment must be approved by a two-thirds majority of the Board, and then approved by a two-thirds majority of the editorial board, and then approved by a simple majority with a ballot vote by members at the AGM. Members discussed when the AGM could take place in order to have greater attendance. Members reviewed the criteria for Voting Staff as stated in the constitution. Contributions to consider include published content in print or online (excluding the blog, which is considered separate from the main website) and are based on number of issues. EIC proposes that contributions include articles, letters, photos, illustrations, comics, and videos. General opinion of the board is that illustrations or in-house advertisements created by Design Editor should count as contributions. EIC will provide a list of what should be considered contributions for approval at the next meeting.

Capewell leaves at 12:58 p.m.

Members then discussed the voters who are eligible by virtue of their staff position. EIC described responsibilities of the various positions and asked for the board's input on whether the responsibilities were such that they merited a vote by virtue of the position. EIC will prepare a list of the positions taking into consideration the board's input and present it for discussion and approval at the next meeting.

## 7. Staff question

Members discussed Sunday workflow and possible measures that can be taken in case of an emergency such as heavy snowfall which could prevent safe access to the office. EIC seeks members' input on the possibility of allowing editors to do their work from home in case of such an emergency, using the server to access pages and

files. EIC expresses concerns about employees possibly no longer taking Sunday work seriously if done from home, or no longer seeing a need to come into the office. Board members suggest that if editors stay at home, there should be a strict timeline and deadlines to meet. There will need to be a way to regulate the workflow before editors are given the option to work from home. This will be further discussed at a later date.

#### 8. Other business

Members discussed when to have regular meetings regarding day of the week and time. This will be set after reviewing schedules. Members discussed allowing board members to Skype call or use some other means in order to attend a meeting if physical attendance is not possible. This will be further discussed.

#### 9. Next meeting

The date of the next meeting will be scheduled at a later date.

#### 10. Adjournment

EIC moves to adjourn meeting. Seconded by Jiang. Motions carries. Meeting adjourned at 1:24 p.m.