

THE MEDIUM

MINUTES

BOARD OF DIRECTORS MEETING
FRIDAY, OCTOBER 26, 2018
4:00 P.M., MEDIUM OFFICE

1. Call to order
Present: Mahmoud Sarouji as EIC, Harris Watkins, Austin Beattie, Stephen Mapplebeck, Cesar Lozano, Menna Elnaka (non-voting member)
Regrets: Muhamad zaid arif, Colin McFarlane
Meeting called to order at 4:39

2. Adoption of agenda
EIC moves to adopt the agenda. Motion carries.

3. Welcome to the board - Information session about roles/responsibilities

EIC discusses board's responsibilities: acquainting themselves with the constitution, the board approves all financial decisions, the board does not concern themselves with journalistic content of the paper, any possible impeachments for the editorial board will be discussed with the board. EIC asks board if they could look over past financial statements and minutes on the website. Beattie mentioned he had trouble accessing minutes, EIC said the issue will be resolved soon. EIC mentions year's important events the board will be involved in, i.e, the Annual General Meeting. AGM tentatively in February. Board is required to promote the event and attend themselves. Beattie asks if financial reports will be discussed and if only the board is required to promote. EIC answers editorial team and board will be asked to promote and attend.

Board informed they are not going to be voting on editorial content of *The Medium*, except in cases of extremely sensitive content. If Board finds something slanderous, EIC said they can bring it up in the meeting. EIC informed there might be times they need to have emergency meetings.

4. Financial update
EIC informed the Board this year *The Medium* received approximately \$58,000 from the student levy collected from UTM student tuitions. A second sum of

THE MEDIUM • 3359 Mississauga Road, Room
200, 2nd Floor,
Student Centre. Mississauga, Ontario. L5L 1C6

editor@themedium.ca • www.themedium.ca

THE MEDIUM

approximately \$9000 will be received by *The Medium* in January, for a total of approximately \$67,000. EIC discusses yearly expenses, which included student salaries and printing (\$ 904 for printing,) student payrolls (editorial team), WSIB payments, and CRA payments. Ads also generate revenue, which go through ad manager. Last year's audit revealed *The Medium* was missing money in revenue, and all the money was collected by March. Only one restaurant has not submitted payment yet. Beattie asked about last year's drop in ad revenue. EIC answers *The Medium* previously had a weekly arrangement with Campus Plus which went bankrupt halfway through 2016, which has resulted in a drop in ad revenue since then.

Last week *The Medium* went through an audit. EIC reported an ad invoice may have been missed for an ad from UTSU, but they have been contacted. The report is good otherwise. The auditor is going to send the financials and the Board will have to approve it the next meeting. Then it will go to the AGM, where everyone would have to approve it. Beattie asks what fiscal year the audit was for, EIC answers the audit was for the fiscal year of May 1, 2017 – April 1, 2018.

EIC discusses potential purchases for *The Medium*. List involves chairs and keyboards. EIC highlights the office flooding in early September, where some equipment was damaged by the water. The computers were given by the UTM library about 7 years ago in exchange for an ad spot for a few years. The library will be approached again for keyboards and other gadgets. Office repair costs were assumed by the university and not by *The Medium*. Beattie asks about ownership of the Student Centre. EIC discusses ownership arrangement between UTMSU and university.

Lozano asks what insurance costs cover. EIC answers insurance covers workplace safety for employees.

EIC says he will present budget for office purchases to the board at the next meeting.

EIC discusses a proposal for a potential increase in student levy for *The Medium*. EIC explains because the levy was decided quite some time ago and does not reflect current increases in minimum wage and to pay the staff adequate salaries. EIC says he will propose the increase to the governing council and administration. Beattie asks about the function of governing council. EIC explains all levy changes go through governing council. EIC says he plans to propose an increase in the levy of about \$2. Although the end of the last fiscal

THE MEDIUM • 3359 Mississauga Road, Room
200, 2nd Floor,
Student Centre. Mississauga, Ontario. L5L 1C6

editor@themedium.ca • www.themedium.ca

THE MEDIUM

year with ad revenue left *The Medium* at a comfortable closing amount of \$35,000, EIC says end of the year amounts are typically very close. Watkins asks if *The Medium* pays rent to the UTMSU, EIC informs the board no.

5. Other business
EIC says the board is welcome to stay in the office. The editorial board is not allowed to be present in the office during the board meeting, and the board of director's is not allowed to be present for the editorial team's meeting.
6. Appointment of Chair
Lozano nominates themselves as Chair of the Board. EIC moves to appoint Lozano for chair of the Board. Motion carries.
7. Schedule next meeting and discuss tentative schedule
Regular monthly meetings are agreed upon by the EIC and the Board. Next meeting scheduled for mid-November. Exact date to be set later. For tentative schedule, they will discuss later.
8. Adjournment
Harris Watkins moves to adjourn the meeting. Austin Beattie seconds motion. Meeting adjourned at 5:11 p.m.

These minutes were taken to an online vote for approval.

On November 5, 2018 at 11:32pm, the EIC emailed a motion to the Board of Directors for the approval of the October 26, 2018 meeting minutes.

The motion was:

Motion to approve the meeting minutes of the October 26, 2018 Board of Directors meeting. The motion was seconded by Cesar Augusto Lozano Hernandez.

On November 6, 2018 at 10:11pm, the meeting minutes were approved.