

JOURNAL BOARD OF DIRECTORS

Agenda for the meeting of Friday, November 14, 2008 at 4:00pm in the Old AMS Board Room

- I. Adoption of the Agenda
- II. Adoption of Last Week's Minutes
- III. Chair's Report
- IV. Editors' Report
- V. Business Manager's Report
- VI. Media Director's Report
- VII. Printing Contracts – Discussion of Signatures
- VIII. Review of JBoard
- IX. Other business
- X. Adjournment

Present: Nick Chesterley, Erin Flegg, Chris Gusen, Angela Hickman, Yoon Kang, Mark Rosner, Ken Wang, Josh Workman, Mike Woods, Charlotte Yun, Xin Xiang

Absent: Gabe King, Claude Sherren

The meeting was called to order at 4:12 p.m.

- I. Agenda Adopted.
- II. Minutes adopted
- III. Nothing to report
- IV. Erin Flegg reminded Board that the semester's open editorial board meeting was coming up and invited everyone to attend. She also announced that there

would be an editor in chief question and answer period held for the first time in recent memory.

Ms. Flegg said the *Journal* has been fielding a lot of letters, complaints and phone calls, so she wanted people to have an open forum to ask questions about the operation of the *Journal*.

She said that since the printing of her signed editorial Jeff Fraser had come in to speak with her.

She reported that she is continuing to work to keep up staff moral and keep everyone informed about decisions she's making.

Ms. Flegg said she, Yoon Kang and Angela Hickman are in the process of planning the Christmas party, which will be held at Atomica.

Ken Wang pointed out that there were only two issues left for the semester.

- V. Ms. Kang said the ads are staying the same, revenue wise. She said that after meeting with Ms. Flegg and Ms. Hickman about the mid-year media review she doesn't think the budgeted profit of \$8,000 is likely and is now aiming to break even.

Ms. Kang said a new sales representative has not been hired yet.

Ms. Kang said she's been over the budget and the *Journal* hasn't overspent on anything.

Ms. Flegg pointed out that Sarah Kwong hasn't cost us any money either because there have been no ad problems

Mike Woods added that no one on edboard had caused any problems with ads either.

Mr. Wang said he'd been talking to the AMS services about advertising more.

Ms. Kang said that one of the *Journal's* goals this year was to be financially sustainable without the AMS and that's still a goal.

Mr. Wang asked about integrity bucks.

Ms. Kang said there'd been no improvement.

Mr. Wang said he'd speak to Common Ground again.

- VI. Chris Gusen said he's been helping the media services complete their mid-year reviews as well as helping with convocation and year book after fall convocation.

- VII. Josh Workman said he had received a lot of feedback from Claude Sherren, Kathy Beers and David Kalusky.

Mr. Workman said Claude had questions regarding whether the policy change should fit into the bylaws. He thinks it should just be added to the procedures.

Mr. Workman said he and Ms. Flegg had talked about it and with the feedback from both Kathy and David they think it should stay in bylaws.

Ms. Flegg said it's more solid if it's in bylaws.

Mr. Gusen said he supported it staying in bylaws and that Kathy came to talk to him about it as well.

Ms. Flegg wants to clarify the definition of “contracts.”

Nick Chesterley asked if Claude was happy now.

Ms. Flegg said she thought Board was.

Mr. Workman said that Directors don't need to control all contracts. *Journal* Board has more experience regarding *Journal* operations. Plus, the vice-president (operations), media director and AMS Board representative are all here.

Mr. Wang said Claude wants it more like CFRC, who make recommendations to Board to pass things.

Mr. Chesterley pointed out that the *Journal* is more like a non-profit corporation, with a Board of Directors.

VIII. Mr. Chesterley would like to see a copy of the monthly budgets when they're available.

Mr. Gusen said he would make sure that happened.

Ms. Flegg pointed out that budgets are Ms. Kang's job.

Ms. Kang said she didn't have the month-end yet.

Mr. Gusen said he's make sure she'd get it.

Mr. Workman wanted to look through the mandate of *Journal* Board to talk it over. He also asked to see the mid-year review.

Ms. Flegg asked when the review would go to Board.

Mr. Gusen said it would be the next week.

Ms. Flegg said she'd circulate it to *Journal* Board members.

Mr. Workman asked about an audit.

Mr. Wang said audits aren't service-specific.

Xin Xiang asked if services were audited together.

Mr. Wang said the corporation is audited as a whole.

Ms. Xiang asked if the *Journal* did its own financials.

Ms. Flegg said the *Journal* does its own week-to-week and month-ends.

Mr. Wang said an audit is more formal.

Ms. Xiang said it would be good to see the month-ends.

Mr. Workman suggested scheduling future meetings for after month-ends are available.

Marc Rosner asked about legal policy.

Ms. Flegg explained that it's for making sure everything's in accordance with greater ethics, laws, etc. She brought up Theatre Kingston using a *Journal* photo without permission as an example.

Mr. Gusen asked if it would be possible to have the photos on the website made secure.

Ms. Flegg said she'd ask Ashley, the *Journal*'s web manager, about that.

Mr. Workman asked if the board could learn more about the Ontario Press Council.

Ms. Flegg said she'd put together a package and send it around.

Mr. Gusen asked if the *Journal* house had improved since last winter when it was so cold.

Ms. Flegg said a new radiator was put in downstairs.

Mr. Workman suggested updating policy to review the house again in 2010.

Mr. Wang asked if Gabe King was under contract.

Ms. Flegg said she didn't think so but that she's been with the *Journal* since 1984 when she was hired by John Stackhouse.

Mr. Workman asked if the board felt they were fulfilling their responsibilities. He questioned whether the board was doing anything long-term.

Mr. Gusen mentioned starting to look at the long-term, especially with regard to web policy.

Mr. Wang said that the editors did a strategic plan but that it's more editorial.

Mr. Wang also said he met with the architect for the Queen's Centre and everything is looking good with the *Journal's* space.

Ms. Flegg said she thought that was an issue the board should look into: getting the *Journal* out of the Queen's Centre.

Mr. Gusen said the club space allotted is the same size as 272 Earl St. so it will be bigger than what the *Journal* has now.

Ms. Flegg said she thinks the problems the *Journal* is having with moving into the Queen's Centre are the same problems the editors were having when they moved out of the JDUC to 272 Earl.

Mr. Workman said it would be important to look at what the plans for the *Journal* house are after the *Journal* moves into the Queen's Centre.

Ms. Flegg agreed and said the *Journal* needs to look at what it needs and see how that matches up.

Mr. Workman pointed out that if the *Journal* stayed in the house the club space could go to another group because there are space issues with the Queen's Centre.

Mr. Gusen agreed that if the *Journal* stays in the house and retains its privacy, ideally the other media services would expand.

Ms. Flegg said she would look into why the *Journal* moved out of the JDUC in the first place, as well as looking into who was consulted about moving the *Journal* into the Queen's Centre.

Mr. Wang said he'd look into what the plans are looking like and what the specifications are.

Mr. Chesterley said the *Journal* should also look into doing a readership survey.

Ms. Flegg said that's already something she and Ms. Hickman are planning for the New Year. She also said she would look into working on defining the media director's role with the *Journal*.

Mr. Gusen said that would be good.