

QUEEN'S JOURNAL BOARD OF DIRECTORS MEETING
Open Meeting Minutes

Tuesday February 11th, 2014 at 12:00PM
Journal House, 190 University Avenue, Kingston, Ontario

Meeting was called to order at 12:03PM

Present:

Devin McDonald
Kanivanan Chinniah
Annette Paul
Nicola Plummer
Alison Shouldice
Janina Enrile
Vince Matak
Nick Faris
Ben
Andrew
Tristan

Adoption of the Agenda

Adopted.

Adoption of the Minutes

Janina – are not up yet, will postpone this to the next meeting.

Update – Editors in Chief

Janina – want to welcome Nick and Vince, the incoming editors in chief. We are in the middle of planning the Journal Benefit concert, so are deciding on a charity and bands right now. On Thursday we are going to Assembly to ask for a \$1.20 fee increase, and we have been meeting with lots of Assembly members this past week.

Alison – have had four issues since the last meeting, January 24th had 24.20% of advertising (goal is 40%), special issue was 14.77%, January 31st was 21.3% and February 7th was 20.132%.

Janina – content to ad ratio has been good in the last few weeks.

Ben – any updates on the Tyler issue?

Janina – still looking to do a website update, still in progress but was supposed to be done in December.

Andrew – no final ETA?

Janina – none right now.

Alison – Janina and I made the decision along with the Board of Directors to eliminate the administrative assistant position as a part of structural and cost saving changes.

Andrew – who will be picking up the slack?

Alison – will be hiring a part time student to fill the position in the fall.

Janina – Alison, Jake and I will be taking on the extra roles.

Tristian – what is the transition schedule for this?

Devin – none yet, wanted to get the big change done and see what happens. We will figure out a plan and create a job description proposal to be brought to the Board of Directors after reading week.

Andrew – what are the savings?

Devin – the position cost \$43,000, in the end the savings will be about \$10,000.

Tristian – shouldn't this have gone through JBoard first?

Nicola – administrative changes can only go through Board of Directors, as only financial issues come here.

Devin – also it's a confidentiality issue, this body isn't legally equipped to do this, as only the Board of Directors is. The liability falls with the Board of Directors as they are externally recognized, while JBoard isn't. The internal laws of the society are superseded by external laws.

Nicola – the officers of the corporation are responsible in the end.

Tristian – JBoard is charged with financial and administrative overview, this should have been brought here first.

Janina – it was an HR issue, needed confidentiality.

Devin – would have been illegal to bring it to this Board first, the Board of Directors could have been held responsible for breaking the contract.

Nicola – there was no intention in going around this Board, just following our legal responsibility.

Janina – any other questions?

Tristian – for the web development proposal, are any cap-exes coming?

Alison – it's a long term proposal and investment, and we are also waiting to see what happens with the fee increase on Thursday.

Janina – it's a huge time commitment.

Nicola – most long term plans go through the summer because that is when there is time to concentrate on them. The Board of Directors is prepared to invest in this project, also the AMS is hiring a full time IT staff member which will also provide support.

Ben – anything about the decline in pay scale for Tyler?

Janina – it has been difficult, he has been slow in getting back to us.

Update – Business Manager

Janina – Jacob couldn't make it here today, see his report in the dropbox. For ad sales, January 24th made \$4000, January 28th (special edition) made \$2300, January 31st made \$3800 and February 7th had \$4800.

Alison – and we are on track to make \$4200 this week.

Janina – now offering \$550 for a full colour banner ad on the front page, which will be implemented after reading week. Jacob is also in the process of signing a weekly contract with CIBC.

Alison – online revenue hasn't been as amazing as we expected this year. We have been giving incentives to advertisers to use both print and online ads.

Janina – a new sales representative has been hired, they have been using google docs to track sales and have created some new sales incentives.

Alison – Jacob wants to ensure that the sales representatives get paid before the Journal does, which is fairer to them. Also we are working on an incentive based position for the business manager, with a reduced salary and commission based on sales numbers.

Janina – working on the CRM right now, which will be helpful without the administrative assistant.

Ben – are we getting paid by Campus Plus?

Devin – the natural billing cycle is long, so it's hard for us to know beforehand when they are going to pay. Working to make sure that we will get that money, but I think we're fine.

Janina – they owe us about \$25,000?

Devin – expecting \$16-18000, but that's an AMS concern. Think Freedia will be the best option year, but it's hard to gauge.

Tristian – where are we in the pay cycle right now?

Devin – on time, issue is where we are legally in the contract and we don't really have any recourse.

Tristian – have we been in contact with other student newspapers?

Devin – have been in contact, but don't really have a good reason not to sign next year.

Update – Media Services

Devin – policy committee changes include a new Journal hiring policy, we have formalized the relationship between the editors in chief and the HRO. These changes will be sent out before the next meeting.

Tristian – this new policy includes interview notes?

Devin – students need to be able to see their interview notes, so this will provide a safe place for them to do so. This will be an exclusive relationship between the editors and the HRO, nothing will flow through the VPOps or me.

Tristian – do these changes need to go through the Board of Directors?

Devin – no, they are just internal policy changes.

Financial Review and Web Development

Devin – probably going to land at a \$45-47,000 deficit this year. Going forward with the new changes we are looking much better for next year, the deficit will probably be in the low four digits. Want to commend the changes the editors in chief have made this year, they have really helped. Also, hopefully the fee will pass, which will be great.

Tristian – what is the process for the fee increase?

Devin – needs a 2/3 vote at Assembly, and then needs to be ratified at AGM.

Tristian – what are the chances of the fee passing?

Nicola – cautiously optimistic about it passing at Assembly.

Janina – Alison and I have been putting a lot of work into it, pretty optimistic as well.

Other Business

Nicola – just wanted to say that both Devin and I were incredibly impressed by Vince and Nick at the Q&A session last week.

Adjournment – 12:39PM.