

# Fulcrum Publishing Society Board of Directors Minutes

Sunday, May 20, 2007 10:30 a.m.  
Location: Deja Vu Lounge – room 230C

Present: Tyler Meredith, Rob Fishbook, Melanie Wood, Francois Picard, Marcus McCann, Toby Climie

## 1. Opening of the Meeting

Meeting convenes at 10:43 AM

Tyler Meredith confirmed as chair for duration of meeting. Unanimous.

## 2. Approval of the Agenda

Approved. Unanimous.

## 3. Approval of the April 15 minutes.

Minutes Approves. Unanimous.

Francois Picard: There will be more transparency to the BOA agenda and minutes from now on. The SFUO will be holding Rock the Vote on Oct. 10 to correspond with the provincial elections. Not sure if he will be the permanent ex-officio on the BOD, but a decision will be made soon.

## 4. Update from the President

- The bank account currently contains \$55679.02

- I have begun the year-end and audit processes. I am waiting on a few more bills and payments and hope to have the year end finished by June 1, and the audit done by July 1. This will allow me to prepare the yearly budget for the June meeting.

- The U of O will be doing massive renovations to our building this summer which should improve the look and professionalism of our office. They'll be painting, patching holes, and replacing the carpeting. We have also managed to attain some used furniture from the new U of O Lees campus which should make things more comfortable.

- Year-end statements were sent out in late April, and collections are proceeding well. Our accounts payable line is currently at \$13,565 and I hope to have almost all of it collected by July 1.

- The strategic planning process will begin immediately following the year end in June and will be discussed more fully at the June meeting.

- My vacation was great.

## 5. Update From the EIC

Frank Appleyard has been hired as Associate News Editor, Deidre Kelly has been hired as copy editor, Tyler Parrot as webmaster, Maleeha Akhtar as volunteer and visibility coordinator.

## 6. CUP Update

Rob: Currently deciding between the Westin and Lord Elgin hotels. Amanda and Will from CUP will be in town next week. The name of the conference is WORD.

## 7. Ed-board ex-officio seat

Rob: I am concerned that having someone coming on and off the board every week with access to in-camera sessions and minutes is a problem. Can we simply pass a motion to ensure speaking rights to ed board.

Mel: I'd like to keep the ex-officio seat can we simply make sure that the seat doesn't switch over more than every four months.

Rob: I can agree to that.

#### 8. Production Manager Hiring

Mel: We have interviewed several candidates and will be making our decision today.

#### 9. Production Schedule

### 2007-08 Production Schedule

Issue	Date
1	July 26
2	August 23 – Frosh Issue/Guide to Ottawa
3	September 6
4	September 13
5	September 20
6	September 27
7	October 4
8	October 11
9	October 18
10	October 25
11	November 1
12	November 8
13	November 15 -
14	November 22
15	November 29
16	December 6 – Last issue of Fall semester
17	January 10 – First issue of Winter semester
18	January 17
-----CUP Conference, no issue January 24-----	
19	January 31
20	February 7
21	February 14 – Travel supplement
-----Reading Week, no issue February 21-----	
22	February 28
23	March 6
24	March 13
25	March 20
26	March 27
27	April 3 – Last issue of production year

The Production schedule for the year will have us running a week later in December, and ending a week earlier in April. The conference week will not be a production week, but staff who volunteer at the conference will be paid their regular salary.

#### 10. Summer Budget/Summer Issues

<b>The Fulcrum Publishing Society</b>	
<b>Draft Budget 2006-07</b>	
	<b>2007-08 Budget</b>
<b>REVENUE</b>	
<b>Sales Revenue</b>	
Operating Revenue from Fund Raising	\$0.00
Local Advertising	\$19,000.00
National Advertising	\$25,000.00
Net Sales	\$44,000.00
<b>Other Revenue</b>	
Cash in Bank	\$49,593.00
Student Levy	\$24,350.00
GSAED Student Levy	\$0.00
Interest Revenue	\$0.00
Bound Editions Revenue	\$960.00
Miscellaneous Revenue	
Recoverable Expense Telus	\$800.00
Total Other Revenue	\$75,703.00
<b>TOTAL REVENUE</b>	<b>\$119,703.00</b>
<b>EXPENSE</b>	
<b>Payroll Expenses</b>	
Wages & Salaries	\$17,155.76
Commission	\$1,625.00
EI Expense	\$300.00
CPP Expense	\$350.00
WSIB Expense	\$20.00
EHT Expense	
Employee Benefits	
Ceridian payroll expense	\$120.00
Total Payroll Expense	\$19,570.76
<b>Liabilities</b>	
Due to SFUO	\$3,568.36
Total Due to SFUO	\$3,568.36
<b>General &amp; Administrative Expenses</b>	
Accounting & Legal	\$6,000.00
Advertising & Promotions	\$575.00
Bound Editions Expense	\$1,020.00
Conference Expense	\$0.00
Courier & Postage	\$50.00
Credit Card Charges	\$0.00
Distribution Expense	\$0.00
Amortization Expense	\$0.00

Recruitment and Training	\$0.00
Employee Appreciation	\$40.00
Fees and Subscriptions	\$0.00
Income Taxes	\$3,500.00
Insurance	
Internet expenses	\$296.60
Interest & Bank Charges	\$5.00
Office general	\$0.00
Office Supplies	\$1,641.35
Parking	\$1,100.00
Printing	\$21,187.79
Miscellaneous	\$0.00
Research	\$50.00
Repair & Maintenance	\$50.00
Telephone (Cell and Landlines)	\$2,000.00
Transportation	\$0.00
Utilities	\$0.00
Website expense	\$750.00
Total General & Admin. Expenses	\$38,265.74
<b>TOTAL EXPENSE</b>	\$61,404.86
<b>NET INCOME</b>	\$58,298.14

Approved: Motion Tyler, Seconded Rob

#### 11. Ad Rep Hiring (In Camera)

Rob: Our former Ad Manager from 04-05, Josee Monette has inquired about the ad rep position. She would like to sell for us on a commission-only basis as a secondary ad rep.

Marcus: I'm concerned about re-hiring her due to problems with her employment the first time around, she was moonlighting at other businesses.

Decision to keep an open mind to other advertising scenarios, but not to re-hire Josee.

#### 12. Human Resources (In Camera)

Steve has cashed his severance cheque, and has not followed up on any legal action. I believe he has decided not to pursue any legal action.

#### 13. Any Other business

None

#### 14. Adjournment

Adjourned at 11:53 AM