

Board of Directors Meeting | May 30th, 2018

Meeting called to order 6:03PM

1. Attendance

Robyn Patches
Emma Ripka
Sofia Osborne
Jamie Sarkonak
Khadra
Hailey
Calvin
Andrew
Alex
Robert
Oumar Salifou
Lukas Adomonis

2. Approval of the agenda

Motion to approve agenda as amended
Oumar/Robert

3. Approval of the minutes

Motion to approve DATE minutes
NAME/NAME

Next meeting

Reports:

Editorial

Busy may. Accomplished quite a bit. Have all staff together. Looking to accomplish big projects in the summer. Magazine is planned to be very organized for September. Changing the magazine to be more submission heavy. Jess and Sofia are making a submission system. Get more submission from creative writing and art and design students. Trying to up the page count. The website will be updated, adding in more functionality and design. Considering shift to an open source website platform developed by the Ubysey. Nothing is final considering the website. In regards to content, the line editors will need to understand that more is being asked of them, their

post count will be increasing. A new staff reporter for news has been hired. Focused on training our new staff so they can be successful.

Online

We are at 37,000 impressions for the month of April. Victoria is not here so this report is brief, we will go over the online report in more detail next meeting.

Business

Our largest expenses over the past two months have been paying our accountant for last year's audit (\$9,975), paying off our outstanding balance to the SU for our payroll (\$36,463.43) and paying out staff bonuses for submitting a transition report (\$1,100). Our income came in the form of our April remittance (\$2,252.46) and May remittance (\$3,461.78) from our advertising agency F-media.

We were able to afford paying off our payroll due to the large influx of cash we had in March from cashing our DFU cheque. We are currently in a healthy financial position with over \$100,000 in our bank account. We are currently owed \$7,932.75 in remittance from F-media however, without magazine publishing until September and until our next DFU cheque arrives midway through the Fall 2018 semester we will have a lack of income for the summer. We will have to be aware of this when making purchases going forward.

We are currently working on the budget for the upcoming year, with the deadline for staff to submit their position budgets on June 1st. Once we have all that information we will compile it along with all our other forecasted revenues and expenses with the intent of submitting our 2018-19 budget for approval at our next board meeting in mid-June. We need confirmation from the board that our signing authorities have changed for our bank account in order to get a new credit card under Oumar's name.

Alex asked about having difficulty with F-media giving us our remittance payments. Lukas responded that so far in his experience that he hasn't had any problems to date. There are a few accounts that are over 90 days owing, but that seems to be on the client side.

Jamie asked what the process for submitting their expenses is. Oumar responded that we are collecting budgets from each staff member for what they feel they require for their position during the year. Once all the documents are gathered Oumar and Lukas will compile all these expenses, vet them, and add them into the budget. Then everything will be brought to the board so it can be approved.

Robyn: What is the process for going over budget

Oumar: we are being extremely thorough now so that we only spend on extremely necessary things during the course of the year

Robyn: glad that we are taking the step to be thorough

Motion to accept reports

NAME/NAME

Motion to accept financial reports

NAME/NAME

New Business:

Director Elections.

Robyn gives a summary of the Gateway and the board and summarizes the responsibilities of the director roles to be voted on.

Chair facilitates meetings and handles administrative requirements for the Gateway.

Treasurer is responsible for overseeing the financial health of the Gateway and approving expenses. They chair the finance committee of the board, that delves deeper into the financials of the Gateway.

Secretary is responsible for the board functioning and continuing to do so, as well as facilitating the meeting.

We have one application for student-at-large, without opposition they will be appointed to the board.

Robyn is appointed chair.

Emma is appointed treasurer.

Robert is appointed navigator.

Jamie Sarkonak moves to amend the banking signatory to include Oumar Salifou, Sofia Osborne, and Robyn Patches. Robert seconds.

Motion unanimous.

Discussion to affirm the applicant for student-at-large to the board.

Oumar asks about the policy if the student-at-large applicant is a volunteer.

Jamie: That's why we have volunteer reps.

Robyn: Ill double check the bylaws, the bylaws state that it needs to be a student not involved with student union council. It depends if the board is comfortable with having a volunteer in this position

Robyn: is this person very active as a volunteer?

Sofia: they wrote 7 articles

Jamie: I think we should wait to get someone who isn't as involved.

Robyn: that's the feeling I'm getting from the room. We will wait and reopen the application, and add into the application that this can't be a volunteer.

Old Business:

Discussion Items:

Budget items

Oumar: We want to be transparent with everything we do. Includes involving the board with our budgeting process. The gateway spends the most of our money on salaries, then printing, and then the rest is lumped together. The biggest changes to make are increasing staff salaries, and updating our computer system, and potential increase printing costs if we are upping page count. Staff salaries are currently based on a 30% cut from 2 years ago with the switch to a magazine. That has been okay for the past couple years, not many have expressed concerns with salaries. In current year there have been some concerns about salaries not meeting minimum wage. We are right now behind Alberta's minimum wage laws with the minimum wage increasing to 15\$/hour. We want to make a 15% increase to salaries except for the editor-in-chief salaries, that will be in another motion. Even with this 15% increase, there will still be minimum wage concerns but compensation will be more fair.

Jamie: why not change the work flow or change the wording in the job descriptions

Oumar; the reason that is difficult because we have increased the post count for editors

Jamie: the reason we raised post count is because they weren't spending all their time on the posts

Oumar: the way we calculated salaries, editors will only work 15 hours a week to be fairly compensated at minimum wage.

Jamie: if we raise it will people have their hours tracked to know if we are spending.

Oumar: looking into tracking hours, possibly with software. Making sure people come into the office.

Jamie: why not wait until we have the software in place.

Lukas: it is easier to not increase salaries in the middle of the year, and also because current staff is bringing up these concerns

Jamie: that's enough money to hire a new employee,

Robyn: bring multiple different scenarios to the board

Alex: is there anyway we can implement benefits and also meet minimum wage laws while saving the money that we would use to increase salaries.

Oumar: if we can get ideas for benefits we will look into the costs and whether they are better than just increasing salaries, we will also look into improving workflow to meet the hours, we will also bring these scenarios to the next board meeting

Robyn: you are discussing the difference between perks and benefits. Perks getting added on to a below minimum wage salary still means they are getting paid below minimum wage.

Purchasing a new domain

Oumar: We are looking to buy “thegateway.ca” which is owned by a branch of the salvation army and we have approached them about buying, they have said that they are willing to consider it. We are wondering about everyone’s thoughts on how much we should pay for the new domain., and how aggressively we should pursue it.

Emma: how important is it to the gateway

Oumar: it is important for the gateway staying on campus for the next several years we need to invest into our online presence.

Alex: it is better now, but I have noticed problems in the past with people not finding our website because it is unintuitive to find it

Robyn: I believe it is a good pursuit, they might think we are the U of A, we need to clarify that we are a not-for-profit not involved with the U of A, I have no clue of what to pay for a domain

Oumar: we have an article we can forward to the board about the process of buying a domain

Emma: we can put in an offer, and clarify that we are not-for-profit, find out just how much stuff they will need to change

Robyn: get on the phone with them

Hailey: why not buy the “gateway.ca”

Lukas: that is owned by a domain investor who practices in trading domains, so that will be a significant cost as well

Alex: what are we looking at as a price

Lukas: likely a few hundred dollars in order to replace business cards and letterheads

Robyn: I think so too and I would be okay with that price

GIC investment

Lukas: We are wondering if we should invest extra into our GIC since we have such a large amount in the bank. Would the board be okay with adding an extra 5 to 10 thousand into the GIC that can be removed yearly. It will make us a couple hundred extra dollars a year.

Robyn: I am in favour

Jamie: yes, that’s a good idea.

Oumar: we are also considering opening a savings account

Jamie: who are we putting on as signatories because we want to avoid having people embezzle money

Robyn: we should put on an extra signatory than the chequing account

Oumar: we can look into that

Board schedule

Robyn: we like to have board meetings in the middle of the month to get a good snapshot of the last month. Everyone okay with evenings? Second Wednesday of every month?

Everyone agrees.

Robyn: okay we will do a reoccurring meeting every second Wednesday of each month. June 13th at 6pm will be our next meeting.

Motion to adjourn at 7:06PM

Robyn Patches

Meeting adjourned