



**Board Meeting Minutes**

**Wednesday, May 24, 2023**

Room 227 Riddell Centre, 3737 Wascana Parkway

Following are the minutes from the monthly Board of Directors meeting in May 2023.

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On Behalf of the Board (Chair)

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Executive Director (Business Manager)

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Date



## Board Meeting Minutes

Wednesday, May 24, 2023

Room 227 Riddell Centre, 3737 Wascana Parkway

**Date/Time:** Wednesday, May 24 at 6:30 pm

**Present:** Thomas Czinkota, Holly Funk, shae sackman, Rishi Thakkar, Diya Patel, Mishree Patel, Ghanshyam Savaliya, Harnisha Bhatt, Tayef Ahmed

**Regards (48-hours notice):** Hammad Ali

**Absent:** Will Bright, Amina Salah

**Chair:** Thomas Czinkota

### Agenda

-Before getting to much of any business, we need to settle the matter of ratification of directors (19.3.1.) and whether we have/need workarounds to usher new board in

#### Old business - business manager

- Have heard back from most of the staff with their contracts for the year (and CoI policies, tax forms, etc). Couple still have not gotten back, will be pressing them more by this Friday if I have not yet heard back.
- Adam emailed me this morning regarding the Record of Employment issue from last time. Provided me a number for service Canada to call so that I can have them remove me from the list and give Adam's firm access across our RoE's. Said that when he spoke with them they had a record of me, so hopefully this goes well. Will have time next Monday (29th) to make this call.

#### Old business - editor-in-chief

-AGM attempted but quorum wasn't met

-Current plan to attempt again in mid-September when student interest is higher

-Issue with newly elected director ratification, solution is to appoint as 'interested members' to vacant student-at-large seats in June (post-election appointment)

-Email sent to URSU staff on condition of space for event

-Will be further revising the constitution, going through the current draft to pull items that should be policies as Donna Crooks and Tayef Ahmed noted we should, and then writing them over summer so we can run the final revised constitution by membership at the next AGM attempt in mid-September

-By next meeting I will have a list of everything in the constitution that could be a policy instead, we can discuss the list I present and alter as necessary, then split the list for policies to be ready by the July or August meeting so work on the policies can be scheduled and completed by end of summer



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### **New business - business manager**

- Libel & Slander must be renewed through ISC next month – will be booking an appointment within the upcoming weeks so that this can be renewed by no later than end of June.
- Budget and pay scale would usually be presented next month – unfortunately we are in a situation in which this is unlikely. Last year's financials we're either not recorded or done so in such a disarray that making estimates for the budget is near impossible. Am currently corresponding with the accountant, will be inquiring about setting a meeting to try and get a better footing on how to approach the budget.
- I attended a Board Training session hosted by RPIRG, afterwards I talked with Krystal there and they extended an olive branch to check out RPIRGs pay scale/raise system. Will reach out to Krystal this week to see if this meeting can be set up.
- Previous fiscal year's financial statements must be started, due by end of August
- Can attempt to elect a chairperson for the board if enough directors are present

### **New business - editor-in-chief**

- Staff training (general, position, constitution training)
  - General and constitution training for staff has been scheduled, as well as nearly all position-specific training (still settling on a date for some writers' training)
  - Additional training (photo and graphics training for editors by Lee, interview training and practice for writers and editors by at least me, etc.) will be planned through June to be done before the second issue of the paper in July
- Staff Seats for the Board must be elected by the June monthly meeting
  - All staff will have been run through constitution training and position training by June 3, so June 3-6 will be the nomination period, June 7-13 the nominees will have time to consider, the digital ballot for staff seat will happen June 16-18, ballots will be counted June 19, staff will get results of the ballot on June 20 and will be welcome to attend the June 22 board meeting as directors
- First issue publishes next month (June 15)
  - First pitch list scheduled to come out June 4 and so far nothing indicates that won't happen; have nearly a full staff hired now so getting the first issue out as scheduled for June 15 publishing shouldn't be a problem whatsoever
- Staff end/beginning-of-year celebrations happening this weekend, one over Zoom for students not in Regina (and those here who want to participate) and one in-person



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-Hired Pall Agarwal as sports & health writer and Amin Malakootikhah as communications & outreach coordinator; still seeking a news editor, news writer, and sports & health editor

-In the process of finishing revisions to training guides with only a few left, as soon as those are completed (by May 30 at latest) I'll be starting business manager training guides on the AGM, ISC registration, management meetings, hiring procedure, what the business manager needs to be able to train other staff on and how that training should be done (aiming to have complete by end of June)

-If there's time this meeting, should begin talking about member engagement strategies for fall so I can begin constructing idea proposals for our remaining summer meetings

### Other business

-Nothing brought up

### Minutes

-Shae on director ratification issue: says Tayef is correct, it wasn't originally in the constitution and there may have been a reason, it makes sense that we took the advice of our lawyer in April and added it but members shouldn't have to ratify post-election, should change back

-Thomas additional notes on new business:

-Phone bill matter, brought up a few months ago but had to backburner because other priorities (ISC, AGM) came up; is still exceedingly high, will be starting discussion on phone in early summer, aim to angle towards a cell plan

-RoE and L&S will be priority, however will aim to get to this in June

-Presented bank's financial statements for past month of activity through bank (note that Nimbus payment doubled because for two months, not one), also showed current ledger with an overview of revenue and spending at present and the year-to-date comparison spreadsheet

-Shae comment: if feeling overwhelmed, this will eventually make sense - we'll get to more context, this is just an initial presentation of things. It will be tedious because you should be dipping a toe and seeing how things are being tracked, but this will make you more comfortable going forward in these meetings, by the end of your time as a board member you'll be able to look at this and know exactly what's going on and what the point of talking about it is. No such thing as bad/dumb questions, we want you fulfilling your duty of care here.



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-Harnisha asked if the board will get the opportunity to see the newspaper before it's published

-Holly explained boundaries between the editorial board and board of directors, said that the only people able to see the newspaper before it's published are staff

-Rishi asked if there would be more meetings this month

-Holly said that there won't be this month, but there will be news coming in early June and we may have a mid-June meeting to get ducks in a row before the regular monthly meeting with the new staff seat directors on June 22

-Harnisha and Tayef communicated apologies for being late to the meeting

### **Motions** (no business conducted)

Motion:

Mover:

Secunder:

Result:

### **Actions required**

-Holly will talk with Tayef, shae, Donna Crooks from Ivy + Dean, and Barton Soroka at least to try to sort out director ratification necessity, aim to have solid answers in a week and Thomas will relay the situation and final plans to directors once we know

-Thomas will continue working with the accountant on RoEs, will make a meeting to discuss the budget and the start of work on financial statements

-Holly will prepare an outline of which constitution aspects would be better off as policies, we'll discuss them during the June meeting and finalize a list so that policies can be written and the constitution revised through July and August