

Scarborough Campus Students' Press 2011-2012
Meeting of the Board of Directors
Nov. 25, 2011, 1 p.m., SL-234

ITEMS OF BUSINESS

- A. Attendance**
- B. Approval of Agenda**
- C. Approval of Minutes**
 - Minutes to be approved
- D. Old Business**
- E. New Business**
 - Present and vote on 2011-2012 *Scarborough Fair* budget
 - Discuss upcoming SCSP audit
 - Review hiring process for UG and SF
- F. Other Business**
 - Second semester: Timetables and Board members
- G. Date of Next Meeting: TBD**
- H. Adjournment**

CALL TO ORDER

1:11 p.m. Chair, AK, calls the meeting to order.

A. ATTENDANCE

Members Present at Meeting:

Aly Kassam (AK)

Katie Fewster-Yan (KFY)

Settareh Zandnia (SZ)

Ranziba Nehrin (RN) – at 1:17 p.m.

Napatsi Folger (NF)

Member Not Present at Meeting:

Suruthi Ragulan (SR)

Harmony Perez (HP)

Non-Members Present at Meeting:

None

B. APPROVAL OF AGENDA

Agenda approved by all board members present.

C. APPROVAL OF MINUTES

KFY: In minutes from Oct. 21, deadline for SF applications says Nov. 30, but should be Oct. 30.

AK: Will be corrected, approved at next meeting.

D. OLD BUSINESS

No old business.

E. NEW BUSINESS

1. *Scarborough Fair* budget

NF: Instead of bookmarks which people ignore, chose something that people will use – sticky notes. 250 sticky notes = \$700. Should be fine because planned for \$500, but printing costs were much lower.

AK: What are your printing costs?

KFY: \$3800.

AK: For 1000 copies?

NF: Yes.

AK: SF also wanted money for end of the year launch party. How much?

KFY: Would be nice to get coffee and food.

AK (to SZ): What is a reasonable amount? UG pizza party cost \$50.

SZ: We can allocate \$80 to SF's launch party. (**KFY** agrees to this number, as do all other board members).

AK: When do you plan on accepting submissions? Last year SF came out in June, which is too late.

NF: In early February so we can meet our April deadline.

1:17 p.m. RN joins meeting.

1:18 p.m. Vote on Scarborough Fair budget.

AK: To summarize SF's proposed budget: 1000 copies for \$3800, 250 sticky notes for \$700, \$80 for launch party = \$4580. Plus \$1000 EIC honorarium = \$5580.

All Board members approve SF budget.

2. Upcoming SCSP audit

AK: For those not aware, SCSP finances and assets are audited every year, report submitted to Department of Student Life. SZ, can you provide us with an update on the audit? Must be submitted by Dec. 22.

SZ: All documents have been submitted to auditor and usually takes two weeks to complete.

3. Review hiring process

AK: Want to review SCSP hiring process for UG and SF staff members. For UG EIC, applications submitted to SCSP Board. Will be opening applications in January 2012, publish ads in first two UG issues of the year. Want to hire earlier than usual so that new EIC has time to hire other masthead staff. UG staff will interview EIC candidates and send recommendations to SCSP for ratification. SF should publish ads on Intranet, but no deadline, so up to KFY.

NF: If KFY returning to UTSC, how to proceed?

AK: Official application must be submitted to SCSP during hiring period along with other interested candidates and all applications will be evaluated.

F. OTHER BUSINESS

1. Second semester meeting, Board members

AK: RN will be on co-op placement next term, will have replacement for second semester. Meeting dates TBD according to Board members' new academic schedules.

G. DATE OF NEXT MEETING

TBD – New semester, will get new availability from Board members.

H. ADJOURNMENT

1:25 p.m. Motion to adjourn by AK; approved unanimously.