

Scarborough Campus Students' Press 2011-2012
Meeting of the Board of Directors
Sept. 30, 2011, 1-2 p.m., SL-234

ITEMS OF BUSINESS

A. Attendance

B. Approval of Agenda

C. Approval of Minutes

- No previous minutes to be approved

D. Old Business

- Returning SCSP – approval of Board members

E. New Business

- Nominations for Chair, Secretary, Treasurer
- Approve budgets for The Underground and Scarborough Fair

F. Other Business

G. Date of Next Meeting

- Friday, October 21, 2011 – 1 p.m. to 2 p.m.

H. Adjournment

CALL TO ORDER

1:07 p.m. Chair, Aly Kassam, calls the meeting to order.

A. ATTENDANCE

Members Present at Meeting:

Aly Kassam (AK)
Katie Fewster-Yan (KFY)
Settareh Zandnia (SZ)
Ranziba Nehrin (RN)
Napatsi Folger (NF)

Member Not Present at Meeting:

Suruthi Ragulan
Harmony Perez

Non-Members Present at Meeting:

None

B. APPROVAL OF AGENDA

Agenda approved by all five board members

C. OLD BUSINESS

The Chair calls a vote on returning SCSP. Members approve.

D. NEW BUSINESS

- 1. Policy review for start of new SCSP year**
- 2. Budgets for SCSP publications**

1:11 p.m. Presentation of *the Underground* budget

September Levy: \$38,000
January Levy: \$19,000
March Levy: \$6,000

SZ: Point of concern; we have not received September levy as of yet, will look into it further.

Printing costs: \$48,000 total approx. (for 1,500 copies bi-weekly)
Wages paid: \$1,600
Advertising revenue: estimated \$10,000

AK: Hoping to receive more, more than half of amount will go towards printing costs.
Auditing costs: \$1600

SZ: Auditing will happen next month (October).
Misc. (office supplies, renewing website, banner, frosh week, etc.): \$500

KFY: The advertising is incoming? The \$10,000?

AK: The ad revenue is an estimate provided by the advertising manager. We are hoping to surpass that.

1:15 p.m. Presentation of *Scarborough Fair* budget

Launch party: \$250
Printing: \$5000 - \$6500 total approx. (for 1000 copies)
Editor-in-chief's honorarium: \$1000
Marketing: \$500

AK: Last year marketing budget was allotted to printing bookmarks, but money was used for other purposes (business cards). If a change is not approved by SCSP through a vote, money must be used for said purpose—just a note to remember. Also, when will issue be out this year? What is the schedule?

KFY: Was really late last year. Printing happened quickly, problem in getting it done. Goal is to have issues printed by end of April, working on speeding up the process compared to last year. More staff and more organized roles.

1:18 p.m. Scarborough Fair marketing budget and honorarium approved.

AK: SF prints issues, but don't get distributed. How will distribution be improved?

KFY: Nicer issues – more money per issue. Will distribute earlier. Lower amount of copies printed. Marketing strategy should help awareness. Will hire marketing person.

AK: What positions are you looking to hire for?

NF: Editors. Updated website will help with applications. Media person (emails, managing new formats for submission).

AK: Deadline for submission?

KFY: Early February.

AK: Ball park figure of copies?

KFY: 700 – 1000 copies

SZ: In terms of marketing strategy, when can you have that planned out?

AK: You can present that at next meeting. So far, 1000 copies and same printers? They were reasonably priced, considering quantity printed.

NF: Will research for printers, focus on quality and affordability.

AK: Next meeting, have a contact and an estimation of cost. Will approve budget at that point. Marketing at \$500, leave approx. printing at \$6000, once you have research done we can discuss further.

1:25 p.m. Scarborough Fair budget (minus printing) approved by all members. Underground budget approved by all members.

3. Summary from UG and SF representatives

RN: Two issues out, in process of hiring photography/editorial/production assistants – will be paid by honorarium. Also hiring distribution manager.

NF: Had a Clubs Week table, generated interest. Trying to hire two (2) editor positions, one design and gotten some responses but not enough.

RN: Try ArtSideOut for advertising – add to marketing strategy.

E. OTHER BUSINESS

KFY: Point of inquiry about hiring.

AK: Only SF and UG EIC have to be hired and ratified by SCSP board, after Annual General Meeting.

AK: Review of SCSP policy.

AK: [Motion to nominate Chair, Treasurer and Secretary. Nominates self as Chair. Board approves. AK nominates RN as Secretary and SZ as Treasurer; Board approves.]

F. DATE OF NEXT MEETING

Friday, October 21, 2011 at 1 p.m.

G. ADJOURNMENT

1:34 p.m. Motion to adjourn by AK, seconded by RN; approved unanimously.