

**The Link Publication Society Inc.**  
**Minutes of The Annual General Assembly**  
**Friday April 8, 2011, 4 p.m.**  
1455 de Maisonneuve West  
Room H-649

**1. Call to order**

Clare Raspopow calls to order at 4:25

**2. Election of a secretary**

Laura Beeston volunteers

**3. Reading and approval of the agenda**

Change order of point 5 & 6 (5 becomes 6, and 6 becomes 5)

Julia Wolfe moves

Julia Jones seconds

Approved

**4. Reading and approval of the minutes of the 2010 AGA**

Board Chair (Clare) reads last years' minutes

Morgan Todd moves to approve the minutes

Seconded by Christopher Olson

Approved Unanimously

**5. Board of directors' report for 2010-2011**

Clare Raspopow reads the report – prepared by herself

Representatives of The Links BoD: Clare, Les Honywill, Matt Gore, Jake Stevens, Mathieu Biard, Dale Corley, Matthew Brett. Non-voting members: Justin Giovannetti & Richel Boucher.

31<sup>st</sup> volume since SGW & Loyola merger and continues to deliver on it's mandate ...

Student participation: 323 contributions excluding all masthead contributions.

We have 24 staff excluding masthead members.

BoD approved \$5,500 to send 11 staff/masthead to the Canadian University Press Conference

Bylaws changes: The board and masthead have review the production process in regards of putting emphasis to our website. Therefore we ad to review our bylaws and make some modification. It is our next item on today's agenda.

The Board has revised, updated and approved *The Link's* policies, including the Copyright agreement, the Honorarium Policy, Grievance Policy, Code of Ethics, Code of Conduct, and Mandate. This initiative was undertaken by the previous board.

Website: accessible website, more user friendly, undertook a complete redesign. Added to the presence & versatility

108,000 unique visit – 285,000 + visits this year!

Renovation of the distribution boxes, where you pick up the physical copy.  
Located on SGW until the introduction of stall-style distribution boxes, at which point they will be moved to the Loyola campus.

## **6. Bylaws amendments**

### **BY-LAW ONE**

#### **Definitions**

Editorial positions: Executive positions that pertain to the regular operations of the Link. They include: Editor-in-Chief, Managing Editor, News Editor, Features Editor, Literary Arts Editor, Fringe Arts Editor, Sports Editor, Opinions Editor, Student Press Liaison, Copy Editor, Photo Editor, Graphics Editor, Online Editor.

#### **Be it resolved that By-Law ONE - Definition**

##### **Editorial positions be changed to:**

*Executive positions that pertain to the regular operations of the Link.  
They include: Editor-in-Chief, Managing Editor, Current Affairs Editor, Opinions Editor, Culture Editor, Lifestyle Editor, Creative Director, Graphics Editor, Photo Editor, Copy Editor, Community Editor, Coordinating Editor, News Editor, Assistant News Editor, Fringe Arts Editor and Sports Editor.*

Motion to approve – Julia Wolfe

Julia Jones Seconds

Passed

### **BY-LAW THREE**

#### **Statement of Purposes and Principles.**

Article Seven. The Link shall be required to publish at most one letter per issue from each member of the society.

#### **Be it resolved that By-Law Three Article Seven reads:**

*The Link shall publish no more than one letter per issue per member of the society.*

Some uncertainty about the wording -

Changed wording:

*In the event that a member of the society submits more than one letter to one issue, The Link reserves the right to publish no more than one letter.*

Morgan Todd moves to approve,

Lex Gill seconds.

Passes unanimously

Patrice Blais abstains.

### **BY-LAW FOUR**

#### **Board of Directors**

##### **Article Five. Meetings of the Board:**

- i) Meetings shall fall into two categories:
  - a) regular meetings of the Board;

- b) special meetings of the Board.
- ii) There shall be at least three (3) regular meetings of the Board during each academic year.  
Board members shall be notified at least one week in advance of the meeting.
- iii) Special meetings of the Board may be called at any time by the chairperson of the Board or by three (3) Board members. Twenty-four (24) hours of advance notice must be given to the Board members.
- iv) Quorum for any meeting of the Board shall be a simple majority of voting members.
- v) Members of the Board absent from two (2) regular meetings who cannot justify their absence to the satisfaction of the Board shall cease to be a member of the Board.
- vi) The latest version of Robert's Rules of Order shall govern the conduct of all Board meetings, except when these rules contravene these by-laws.

**Be it resolved that By-Law Four Article Five Point v) reads:**

- v) *Members of the Board absent from one (1) regular meeting who cannot justify their absence shall be evaluated by the Board, with the possibility of being removed from the Board as a member.*

**Be it resolved that By-Law Four Article Five Point vi) reads:**

- vi) *Members of the Board absent from two (2) regular meetings with regrets will get evaluated by the Board, with the possibility of being removed from the Board as a member.*

**Be it resolved that By-Law Four Article Five Point vii) reads:**

- vii) *The latest version of Robert's Rules of Order shall govern the conduct of all Board meetings, except when these rules contravene these by-laws.*

This be tabled to the next board meeting – pending legal advice

Moved by Les, Honywill

Seconded by Adam Kovac.

Julia Jones, Alex Manley, Clement Liu, Pierre Chauvin, Shawn McC(?), Megan Dolski all abstain.

Approved by everyone else.

## **BY-LAW FIVE**

### **The Link Society Staff**

#### **Article Seven:**

- i) The staff shall meet at least twenty (20) times per year. Quorum for staff meetings shall be at least twenty-five (25) per cent of the staff of the Link. Minutes must be taken for archives and to ensure quorum.

**Be it resolved that By-Law Five Article Seven Point i) reads:**

- i) *The staff shall meet at least eighteen (18) times per year. Quorum for staff meetings shall be at least twenty-five (25) per cent of the staff of the Link. Minutes must be taken for archives and to ensure quorum.*

Julian Ward moves to approve,

Seconded by Jacob Roberts  
Unanimously approved.

## **BY-LAW SIX**

### **Editorial Positions of the Link**

#### **Masthead Election**

Article Twelve. The term for all editorial positions shall begin two (2) issues after the masthead election and continue until the issue after the annual general elections in March.

#### **Be it resolved that By-Law Six Article Twelve reads:**

*The term for all editorial positions shall begin three (3) issues after the masthead election and continue two (2) issues after the annual general elections in March.*

Julia Wolfe moves to approve,  
Julia Jones seconded.  
Passes Unanimously.

## **BY-LAW SEVEN**

### **Finances**

#### **Be it resolved that we add By-Law Seven Article Nine and it reads:**

*In the case where the financial future of the paper is in jeopardy and an agreement as to ad placement cannot be resolved between Board of Directors and Masthead a committee will be struck containing members of both masthead and Board of Directors. This committee will be charged with finding an equitable solution that addresses the financial needs of the paper. The committee will present their solution to Board of Directors to be ratified.*

Adam Kovac moves to approve  
Jamilla Musayeva seconds.  
Patrice Blais – no objection to the bylaw changes – but opposed to it.  
Morgan Todd abstains  
Majority in favor.  
Motion passes.

## **BY-LAW EIGHT**

### **Publication Requirements.**

Article One. The Society shall publish at least thirty (30) issues of the Link during each publishing year.

#### **Be it resolved that By-Law Eight Article One reads:**

*Article One. The Society shall publish at least twenty seven (27) printed and online issues of the Link during each publishing year, starting the last week of August.*

*Three (3) additional online issues shall be published: one will be completed by the beginning of June; a second shall be completed by the first week of August; and a third shall be completed by the first week of January.*

#### **Be it resolved that we add By-Law Eight Article One point i and it reads:**

*i) An online issue is defined as seven days of reporting and production.*

Moved by Adam Kovac to discuss at the Retreat on April 17th  
Seconded by Alex Manley.  
Unanimous approval to table

## **7. Presentation of the 2009-2010 financial statements**

Rachel Boucher, business manager presentation  
\$207,862 – revenues down from \$231,528

Last year – ending May 31, 2010 –  
Cash – we have \$42,105  
Temp investments – \$253,741  
Accounts receivable – 25,090  
Asset – \$342,692 down from \$355,856 in 2009

Liabilities  
\$21,271 – printer, bills outstanding.  
Net Assets - \$15,069  
Unrestricted - \$302,359 – the “real” money that we have and can spend.

**Total** – \$342,694 down from \$355,856

## **8. Appointment of the auditor**

Julia Jones Moves to approve to stay with Sophie Houle, from Bourgeois-Marsolais  
Seconded by Clement Liu.  
Alex Manley Abstains.  
Approved unanimously.

## **9. Presentation of financial statements as of last day of February 2011**

Doing better on advertising than we expected. Conservative estimate of \$60,000 for ads revenue is up to \$67,646.00. Student fees are slightly lower but we don't have the final numbers. Salaries are lower because we put our ad designer on hiatus, and we don't have a sales rep.

Honorariums are slightly higher because of new masthead positions.  
Largest change is the editorial expenses in the honorarium and recruitment

Printing cost: Less pages than we expected so less money spent on printing.

- Expanding our budget to include another budget line for online ad revenues – so we can see how we're doing online.

Deficit expected \$16,43.00 – not the \$35,000 budgeted.

## **10. Presentation of the preliminary budget 2011-2012**

We have banked an extra \$12,000 trying to find a sales rep & look for online ad revenue. Interest is budgeted the same and student fees budgeted slightly less.

Honorarium going up because of new positions.  
Recruitment up from \$350 to \$750

Travel year is higher – because CUP Conference is not in Montreal next year.  
Printing is going down – \$65,000– because of online and format of paper to get smaller.

Misc food & taxi – increased, because there are more masthead members: \$3,375.00

Budgeted deficit of \$8,235 for 2011-2012

#### **11. Election of the Board of directors**

**Mathieu Biard** – communication between Masthead & board needs improvement, so I want to keep working on that. “The Link is my baby,”

**Jamila Musayeva** – has her own online business, someone who can come up with ideas and put them into reality, benefit The Link.

**Clare Raspopow** – Wish to continue serving – three year of experience on masthead and one year as BoD prez – my knowledge can be of use.

Decided to leave the room so people can vote by hand.

Clare is replaced by Rachel Boucher to chair for the moment

Julia Jones motions to accept Clare, Jamila & Mathieu to the Board of Directors

Seconded by Les Honywill

One abstention

Approved unanimously.

#### **12. Other business**

No other business

#### **13. End of the assembly**

Motion to adjourn by Julia Wolfe

Seconded by Julia Jones.

Meeting adjourned at 6:05