

Board of Student Publications
Meeting Minutes
Sept. 8 2006

1. Voting Members Present: Maria Raicheva-Stover, Donna LaLonde, Molly Shea, Kelly Navinsky, Effie Cooper, Brent Kumorowski
2. Core Members Present: Regina Cassell, Andrew Roland, Sarah Van Dalsem, Brenda Snyder, Courtney Cook, Amanda Schuster
3. Ex-officio Members Present: Dawn Shew
4. Voting Members Absent: Bob Beatty
5. Ex-officio Members Absent: Meredith Kidd
6. Maria Raicheva-Stover was nominated by Bob Beatty by email. Donna LaLonde seconded the motion. All voting members present approved.
7. Donna LaLonde motioned for the approval of the minutes from the May 5th, 2006 meeting. Motioned seconded and approved by all voting members present.
8. Regina Cassell presented the directors report. Ms. Cassell discussed events occurring since the last board meeting. She also compared last year's budget to the ending balances.
9. Andrew Roland presented the business report. Mr. Roland presented the proposed budget for Student Publications. He also discussed his plans to improve the business affairs of Student Publications. Mr. Roland made the following proposals:
 - a. Proposal to approve the hiring of three employees: Jennae Frey, Christin Sheldon, & Errin Thompson.
The proposal was approved by all voting members present.
 - b. Proposal to purchase a 1.83GHz Intel Core 2 Duo iMac from Apple Computer. The computer will come with 1GB of DDR2 SDRAM, a 10GB SATA hard disk, a 24X CDRW/DVD-ROM drive, a 64MB video card, and a 17 inch widescreen LCD display. Mr. Roland reported that the estimated cost of the computer would be \$967.00. He also stated that the computer would be used primarily by Courtney Cook and her staff. Maria Raicheva-Stover proposed an amendment to the proposal, indicating that inclusion of an extended warranty would be a prudent decision. Donna LaLonde seconded the motion, with the final proposal allowing the purchase of the computer and warranty for a price not to exceed \$1,220. The proposal was approved by all voting members present.
 - c. Mr. Roland proposed that the board approve the proposed budget. The proposal was approved by all voting members present.
10. Courtney Cook presented the advertising report. Ms. Cook presented information regarding all of her advertising sales, and an update on her staff
11. Brenda Snyder presented the promotions report. Ms. Snyder provided details on both her promotions campaign and yearbook sales. Ms. Snyder made the following proposals:
 - a. Mass Mailing to entire campus, which will focus primarily on parents. Ms. Snyder estimated the cost to be \$2,000. This proposal was approved by all voting members present.

- b. Ms. Snyder also made a proposal regarding compensation for her staff. Maria Raicheva-Stover motioned that this proposal be discussed at the next board meeting. Ms. Raicheva-Stover's motion was approved by all voting members present.
 - c. Ms. Snyder also made a proposal regarding the Fall Promotion's Budget, with \$4,000.00 in expenditures as a substitute to the Promotions budget included in the Proposed budget presented by Andrew Roland. The proposal was approved by all voting members present.
12. Amanda Schuster presented the yearbook report. She reported that this year's book will focus on the theme of "Identity." Ms. Schuster presented the following proposals:
- a. Approval of Ashley Bickford and Nick Quaintance as writers for the yearbook.
 - b. Ms. Schuster also requested that the board approve the hiring of a photographer to take yearbook photos. The expenditure of up to \$1000 to contract a local photographer for at least 3 days of service, or approximately 18 hours, was approved unanimously by the voting members present.
All of Ms. Schuster's proposals were approved by all voting members present.
13. Sarah Van Dalsem presented the Washburn Review report. She provided an update on the newspapers business since the last board meeting. Ms. Van Dalsem made the following proposals:
- a. Approval of the following employees: Libby Vaughn, Emily Charles, Brandon Trujillo, and Sarah Farlee.
 - b. A proposal to sign a contract with College Publisher for the hosting of the Washburn Review website.
 - c. Renewal of a contract with the Associated Press.
All of Ms. Van Dalsem's proposals were approved by all voting members present.

Minutes of Online Vote to Approve Amended Mailing Proposal (Conducted Sept. 27, 2006)

1. Bob Beatty made a motion to approve spending up to \$2,500.00 for mailing expenses in the hope that it could be conducted as inexpensively as possible.
2. Maria Raicheva-Stover seconded the motion.
3. Voting in Affirmation: Bob Beatty, Maria Raicheva-Stover, Effie Cooper, Kelly Navinsky, and Brent Kumorowski.
4. Abstaining: Donna LaLonde, Molly Shea.
5. The motion is approved.