

STUDENT MEDIA BOARD OF DIRECTORS AGENDA

Tuesday, Jan. 10, 2017 • 7 p.m.
Room 356, Witherspoon Student Center

CALL TO ORDER

ELECTION OF MEETING SECRETARY

NEW BUSINESS

1. Election of vice-chair
2. Approval of minutes from Nov. 15, 2016 board meeting
3. January budget update (Jamie)
4. Budget preview: 2017-2018 Fiscal Year (Patrick)
5. 2017-2018 leadership selection cycle (Patrick)

OLD BUSINESS

1. Proposed change to Student Media policy regarding conflicts of interest (Ellen)

REPORTS

- *Agromeck*
- Business Office
- *Nubian Message*
- *Technician*
- *Windhover*
- WKNC

EXECUTIVE SESSION

The Student Media Board of Directors may adjourn into executive session to discuss matters of litigation, potential litigation or personnel.

ADJOURN

**N.C. State Student Media Board of Directors
November, 2016 meeting minutes**

**Tuesday, November 15, 2016 • 7 p.m.
Room 356 Witherspoon Student Center**

Present: Justin Hall, Missy Furman, Jacqueline Gonzalez, Mimi McCarthy, Josh Hyatt, Tania Allen, Amanda Pearlswig, Stephanie Tate, Mary McPhatter, Rachel Smith, Emily Ehling, Patrick Neal

Absent: Chloe Anderson, Meghan Glova, Dante Genua, Robbie Williams, Dean Phillips, Nikita Chintalapudi

Others present: Jamie Lynn Gilbert, Martha Collins, Gabe DeCaro

CALL TO ORDER & ELECTION OF MEETING SECRETARY

Board chair Mimi McCarthy called the meeting to order at 7:05 p.m., with a quorum established. Justin Hall volunteered to serve as the recording secretary for the meeting

APPROVAL OF THE OCTOBER MEETING MINUTES

Jackie Gonzalez motioned to approve the minutes from the Oct. 11 meeting with Josh Hyatt seconding the motion; the board approved them unanimously.

BUDGET UPDATE

Jamie Lynn Gilbert reviewed the November budget update, which was included with the meeting packet and is made part of these minutes by reference. In her review, she noted the following:

- Revenue from the Orientation magazine has not yet been moved from General Administration to the respective organizations. Once that has been moved, she said, each organization will see some \$2,200 each in additional non-fee revenue.
- All administrative service fees have been paid for the year and total about \$54,000. To put that in perspective, Jamie noted that those fees were more or less equal to the entire budget for the *Agromeck*.
- She noted that both WKNC and *Agromeck* were running above 30% on payroll for the year with 33% of the year elapsed. She said that while it wasn't an issue now and should not be an issue down the road, she said it was a line item to watch.
- General Administration's current services line item is at 107% for the year. Jamie explained that the overrun came primarily from the following unbudgeted expenses: some \$5,000 for the installation of a transformer for WKNC's new transmitter, about \$2,800 for the Business Office's new rate card, and about \$5,000 to install and refurbish various newspaper boxes around campus. On the first item, Jamie said \$5,000 had been budgeted to paint WKNC's tower, and that the transformer cost could be offset by postponing that work until the 2017-2018 fiscal year. As for the last item, Patrick Neal took responsibility, saying that he didn't realize how expensive the work was going to end up being, and that he should have asked for pricing details from Facilities before authorizing the box refurbishments, which turned out to be very labor-intensive. He said he was postponing all additional work on newspaper boxes until the 2017-2018 fiscal year. Otherwise, Jamie said, no additional unbudgeted expenses were anticipated for that category for the rest of the year.

NEWSPAPER STAND INCIDENTS

Patrick, Rachel Smith and Stephanie Tate briefed the board on two separate newspaper stand incidents in recent weeks, one affecting *Technician* and the other affecting the *Nubian Message*.

In the first case, on both the Monday and Thursday before Homecoming weekend, staff members noted a significant number of empty boxes on campus. In all, an estimated 2,250 papers were taken from more than a dozen boxes in the two incidents combined, and the staff reported both thefts to campus police. At first the staff believed that the thefts might be in response to its editorial content, but it was subsequently determined that the papers taken were used as building materials for Homecoming floats. In the end, Rachel worked with the Director of Fraternity and Sorority Life to identify the leaders of the fraternities and sororities involved, and then wrote those organizations to admonish them for the thefts and asking them to work with *Technician* if they needed papers for floats or any other projects in the future. While the Office of Student Conduct was notified of the thefts, Rachel said that she did not pursue Conduct sanctions against the organizations or individuals involved.

The second incident came on Nov. 10, after a Nubian staffer found a white supremacist flyer in the newspaper box at the rear entrance of Caldwell Hall. (A copy of the flyer is included in the meeting packet and is made a part of these minutes by reference.) The flyer was similar to flyers posted on at least 17 other bulletin boards on campus. Patrick said that when he was notified, he immediately checked all other Nubian boxes and determined that the Caldwell box had been the only one victimized. He said that while the First Amendment likely protected the bulletin board postings, he felt that placement of the flyer in a Nubian box crossed the line into intimidation, and with that in mind he notified the university's Bias Incident Response Team. Patrick asked the student leaders to speak with their staffs and ask them to make it a habit to check newspaper racks and boxes they pass when they're on campus. He said that if anyone found any unauthorized materials in the boxes to let Patrick know ASAP.

CONVENTION REPORTS

Students and staff briefly reviewed their recent convention travels to the Associated Collegiate Press convention in Washington, D.C.; the College Broadcasters Inc. convention in Philadelphia; and the Society of Collegiate Journalists' biennial meeting in Atlanta.

Martha Collins compiled a written summary of the ACP convention, which is attached and included in these minutes by reference. Stephanie said that the highlights of the convention for her were hearing Edward Snowden and Bob Woodward speak, and Martha said the two sessions she and Agromeck promotions manager Molly Donovan led were both well-attended.

Emily Ehling said six WKNC staffers and two professional staff members attended the meeting in Philadelphia. Jamie compiled session summaries, now available at <https://studentmedia.ncsu.edu/web/uploads/cbiphiladelphia16.pdf>

Martha and Rachel then briefly recounted their 36-hour trip to the SCJ Biennium. Martha's written summary is attached and included in these minutes by reference. Rachel said that as a member of the Bylaws Committee, she was able to help update the SCJ's initiation pledge to make it more inclusive and less "cultish."

STUDENT CENTERS BOARD OF DIRECTORS UPDATE

Gabe DeCaro, Student Media's representative on the Student Centers Board of Directors, updated the board on the SCBOD's activities thus far this year. He explained that the SCBOD was formed to give students a voice in the operations of the Student Centers' spaces, which include Talley, Witherspoon and Price. He said that next year the Student Centers would be convening focus groups of its resident organizations to get their input on planned renovation work at Witherspoon. In aid of that, Gabe said he had distributed an email survey of all student media students with the help of the student leaders. He said that he had received several responses thus far and planned to re-send the survey early in the spring semester.

ADVISORY BOARD APPOINTMENTS

In advance of the leadership selection process for the 2017-2018 academic year in the spring semester, Patrick asked the unassigned board members which boards they'd like to serve on. The updated list of the advisory boards and their respective members is attached here and made part of these minutes by reference.

CONFLICT OF INTEREST POLICY

Patrick recommended that further proposed changes to the conflict of interest policy be tabled until the advisory boards had had a chance to meet and discuss the policy in those forums. He further recommended that, if possible, all of the advisory boards that had not already met in the fall attempt to schedule a meeting prior to the full board of directors' meeting in January. The policy was subsequently tabled.

REPORTS

Written reports are attached and made a part of these minutes by reference. Otherwise:

- Patrick said that *Agromeck* had sold 38 books thus far via the Balfour website, about twice the number that had been sold to date this time last year. Otherwise, it was reported that the fall senior portrait sessions were ongoing, albeit with lighter traffic than had been seen in years past.
- Mary McPhatter said that 5,000 copies of the Living Guide should be delivered this week, and that the Business Office staff planned to distribute 2,500 copies at the end of the fall semester and another 2,500 copies at the beginning of spring semester. She said the piece generated revenues of some \$14,500, which beat the Business Office's goal.
- Stephanie said the *Nubian* staff was working with IT Manager Doug Flowers to update its website so that they could "go live" with it at the beginning of the calendar year.
- Rachel said she was looking to fill eight vacant senior staff positions in the spring. She also noted that the *Technician's* special drug edition placed seventh in a special section competition at the ACP convention. She said the *Technician's* next special edition, the "STEM issue," would be published this week, and that the exam issue would be devoted entirely to satire.
- Emily said WKNC had sold \$3,000 in new donor announcements since the report was submitted. She also said the station would be filling its Underground, Afterhours and Multimedia directors' positions by the beginning of the spring semester.

ADJOURN

The meeting was adjourned at 7:45 p.m.

STUDENT MEDIA BUDGET VS. ACTUAL

DATE: January 1, 2017
 PERCENT THROUGH FISCAL YEAR: 50%

056 AGROMECK				058 WINDHOVER				066 TECH SUPPORT			
	Budget	Actual	Percent		Budget	Actual	Percent		Budget	Actual	Percent
Payroll	\$ 16,668.13	\$ 7,308.87	44%	Payroll	\$ 5,582.50	\$ -	0%	Payroll	\$ 81,935.80	\$ 41,533.75	51%
Supplies	\$ 900.00	\$ 97.00	11%	Supplies	\$ 635.00	\$ 95.57	15%	Supplies	\$ 1,876.00	\$ -	0%
Leadership develop.	\$ 5,275.00	\$ 1,529.34	29%	Leadership develop.	\$ 1,110.00	\$ 763.91	69%	Leadership develop.	\$ -	\$ -	-
Admin service charges	\$ 2,419.01	\$ 2,314.19	96%	Admin service charges	\$ 1,055.51	\$ 1,025.06	97%	Admin service charges	\$ 4,378.79	\$ 4,368.06	100%
Current services	\$ 27,084.00	\$ 712.27	3%	Current services	\$ 15,940.00	\$ 6.85	0%	Current services	\$ 1,377.24	\$ 619.60	45%
Fixed charges	\$ 2,064.00	\$ 537.00	26%	Fixed charges	\$ 762.00	\$ 189.00	25%	Fixed charges	\$ -	\$ -	-
TOTAL	\$ 54,410.14	\$ 12,498.67	23%	TOTAL	\$ 25,085.01	\$ 2,080.39	8%	TOTAL	\$ 89,567.83	\$ 46,521.41	52%
Non-fee income	\$ 26,200.00	\$ 11,211.84	43%	Non-fee income	\$ 2,200.00	\$ 2,200.00	100%	Non-fee income	\$ -	\$ -	-
Fee income	\$ 28,210.14	\$ 18,299.62	4.09%	Fee income	\$ 22,885.01	\$ 14,845.27	3.32%	Fee income	\$ 89,567.83	\$ 58,101.72	12.99%
TOTAL	\$ 54,410.14	\$ 29,511.46	54%	TOTAL	\$ 25,085.01	\$ 17,045.27	68%	TOTAL	\$ 89,567.83	\$ 58,101.72	65%
Profit/Loss	\$ -	\$ -	-	Profit/Loss	\$ -	\$ -	-	Profit/Loss	\$ -	\$ -	-

061 NUBIAN MESSAGE				059 WKNC				OVERALL			
	Budget	Actual	Percent		Budget	Actual	Percent		Budget	Actual	Percent
Payroll	\$ 5,817.01	\$ 2,521.38	43%	Payroll	\$ 37,615.49	\$ 19,211.61	51%	Payroll	\$ 636,647.66	\$ 307,240.17	48%
Supplies	\$ 50.00	\$ 426.10	852%	Supplies	\$ 2,600.00	\$ 793.65	31%	Supplies	\$ 19,786.71	\$ 5,279.84	27%
Leadership develop.	\$ 2,030.00	\$ 1,839.36	91%	Leadership develop.	\$ 3,580.00	\$ 2,723.59	76%	Leadership develop.	\$ 28,815.00	\$ 16,359.98	57%
Admin service charges	\$ 722.17	\$ 696.95	97%	Admin service charges	\$ 3,375.71	\$ 2,717.65	81%	Admin service charges	\$ 55,000.00	\$ 53,793.95	98%
Current services	\$ 7,696.00	\$ 4,226.11	55%	Current services	\$ 6,420.00	\$ 2,465.13	38%	Current services	\$ 140,486.23	\$ 62,330.82	44%
Fixed charges	\$ 930.00	\$ 354.00	38%	Fixed charges	\$ 4,854.00	\$ 1,053.00	22%	Fixed charges	\$ 23,358.00	\$ 9,765.58	42%
TOTAL	\$ 17,245.17	\$ 10,063.90	58%	TOTAL	\$ 59,445.21	\$ 29,464.63	50%	TOTAL EXPENSES	\$ 936,100.00	\$ 473,451.43	51%
Non-fee income	\$ 2,200.00	\$ 2,986.47	136%	Non-fee income	\$ 50,300.00	\$ 11,301.60	22%	Non-fee income	\$ 246,600.00	\$ 108,547.01	44%
Fee income	\$ 15,045.17	\$ 9,759.65	2.18%	Fee income	\$ 9,145.21	\$ 5,932.40	1.33%	Fee income	\$ 689,500.00	\$ 447,271.44	65%
TOTAL	\$ 17,245.17	\$ 12,746.12	74%	TOTAL	\$ 59,445.21	\$ 17,234.00	29%	Interest income	\$ -	\$ 142.02	-
Profit/Loss	\$ -	\$ -	-	Profit/Loss	\$ -	\$ -	-	Food Purchases	\$ -	\$ (403.26)	-

057 TECHNICIAN				060 GENERAL ADMIN			
	Budget	Actual	Percent		Budget	Actual	Percent
Payroll	\$ 92,424.12	\$ 42,267.83	46%	Payroll	\$ 396,604.61	\$ 194,396.73	49%
Supplies	\$ 1,150.00	\$ 842.98	73%	Supplies	\$ 12,575.71	\$ 3,024.54	24%
Leadership develop.	\$ 4,370.00	\$ 3,235.36	74%	Leadership develop.	\$ 12,450.00	\$ 6,268.42	50%
Admin service charges	\$ 12,592.69	\$ 11,880.55	94%	Admin service charges	\$ 30,456.11	\$ 30,791.49	101%
Current services	\$ 61,350.23	\$ 30,364.57	49%	Current services	\$ 20,618.76	\$ 23,936.29	116%
Fixed charges	\$ 11,377.00	\$ 7,014.12	62%	Fixed charges	\$ 3,371.00	\$ 618.46	18%
TOTAL	\$ 183,264.04	\$ 95,605.41	52%	Contracted services	\$ 4,000.00	\$ 1,500.00	38%
Non-fee income	\$ 160,000.00	\$ 69,908.01	44%	Capital outlay	\$ 27,006.40	\$ 16,681.09	62%
Fee income	\$ 23,264.04	\$ 15,091.14	3.37%	TOTAL	\$ 507,082.59	\$ 277,217.02	55%
TOTAL	\$ 183,264.04	\$ 84,999.15	46%	Non-fee income	\$ 5,700.00	\$ 10,939.09	192%
Profit/Loss	\$ -	\$ -	-	Fee income	\$ 501,382.59	\$ 325,241.64	72.72%
				TOTAL	\$ 507,082.59	\$ 336,180.73	66%
				Profit/Loss	\$ 0.00	\$ 0.00	-

066 OVERALL			
	Budget	Actual	Percent
Net Profit/Loss	\$ 0.00	\$ 0.00	-

Proposed edit to Code of Ethics of NC State Student Media:

CONFLICT OF INTEREST

As a member of a club, organization or team or as a family member or friend— Student Media employees will not cover an event that is organized by, supported by or related to a club, organization or team in which they or their immediate family member is a member or candidate for membership. Staff members will decline all assignments that involve their family, friends, roommates and any organization or company of which they are a member, an employee or a volunteer. Likewise, staff members should not cover a person or entity that they have publically decried or protested as a private citizen. This includes reporters, photographers, videographers, DJs and editors. Such staff members may, however, consult with the other staff members assigned to such a story, but should hold no decision-making power over such a story or decisions on whether such an assignment should be made.

As candidates for any elected office in Student Government or any other campus-wide elected office — Employees must suspend their work at Student Media through the duration of the campaign, as defined by Student Government or the organization holding elections, including any run-offs for that position. Staff members may resume their work at Student Media once the elections are complete, but may not take assignments related to that position or those elections.

As a reporter writing an editorial — No Student Media employee may do both objective news coverage and editorial commentary on a single issue, person or event, with the exception of sports reporters who routinely cover the same sports and teams. That is not limited to editorial commentary in Student Media publications, but also all other publications, media outlets, blogs, social media platforms and means of publishing commentary, even if it is not 100 percent accessible to the public. A person may, however, contribute to the discussion or writing of an unsigned editorial if they are on a publication's editorial board and cover the topic in news coverage.

Free tickets and passes — Reporters may accept tickets and passes to events that they plan to cover for Student Media. It is unacceptable to use such passes for personal use.

Gifts — Reporters should not accept gifts, unless the gift has an estimated value less than \$10. If the gift has significant monetary value, the reporter should send it back to the sender or donate it to charity. If a reporter accepts an insignificant gift, all subsequent gifts from the same sender should be sent back or donated to charity. Any material given for review immediately becomes property of Student Media.

CONFLICT OF INTEREST

As a member of a club, organization or team or as a family member — A staff member should not cover an event organized or supported by a club, organization or team in which he or she is a member. Such staff members may, however, consult with the other staff members assigned to the story. Nor should staff members cover events organized or supported by other members of their immediate family.

As candidates for any elected or appointed office in Student Government or any other campus-wide elected office — An employee must suspend his or her work with Student Media during the campaign. The editor will also remove his or her name from the staff list during this time. If the employee is elected into office, his or her work with the publication must be suspended.

As a reporter writing an editorial — No Student Media employee may do both objective news coverage and editorial commentary on a single issue or event except sports reporters who routinely cover the same sports and teams.

REPORTER IDENTIFICATION

Reporters should identify themselves to potential sources before the start of an interview. A reporter may only misrepresent his identity while on the job under one of two circumstances, both with the express knowledge of the section editor involved and the editor.

A reporter may misrepresent his identity if conducting a restaurant, a theater or some other type of review, where his or her presence being known may affect the outcome of the review. An editor may allow a reporter to misrepresent his or her identity if the information at stake is unobtainable any other way, and it is vital to the coverage.

SOURCE REQUESTS

Sources will never be invited to review or edit work before it is published. Also, reporters will never pre-submit questions for an interview. A source has the right to deny an interview any time. A reporter may discuss what another source said about a given topic with another source he is interviewing. Reporters, however, are not obligated to discuss what other sources said.

"OFF-THE-RECORD" and "NOT-FOR ATTRIBUTION" INFORMATION

Information given to reporters "off the record" will not be used directly in the story. Information given as "not for attribution" may be used by reporters in the story. However, the information should not be directly linked to the source. The reporter may write "a professor in the Department of English said," or "a starting member of the football team said." The reporter will promise neither "off-the-record" nor "not-for-attribution" privileges to a source without the express permission of the editor.

Student Media organization reports – January, 2017

Agromeck

Submitted by Amanda Pearlswig, Editor

Revenue

The second round of senior portraits are January 17-20, which should boost sales even more. I will update the board about book sales at the board meeting.

Expenditures

n/a

Personnel

The staff has remained fairly steady for designers, and we have had an increase of writers! We will plan another recruitment starting off the new semester.

Training

We will have new training sessions after recruitment. No training was conducted since the last meeting due to deadline.

Coverage

The current deadline we are working on includes coverage for December and January. It will include the ring ceremony, fall graduation, the Presidential inauguration and more.

Technology:

n/a

Deadlines:

We submitted 68 pages on December 16. The next deadline is February 9 and will include senior portraits, December and January. Our final deadline is March 3 and will include opening/closing, ads, index, scoreboards and February.

Ethics/Legal Issues:

n/a

Business Office

Submitted by Mary McPhatter, GM

Revenue

Technician

We have billed \$43,384.96 to date in advertising. As mentioned last meeting, the Near NC State Magazine was a huge success with total sales at \$14,512.50, far exceeding our \$10,000 goal. We received 5000 copies of the magazine in the last week of November, and staff distributed 2500 copies, or half, to the advertising businesses as well as across campus via the newspaper racks and booths. The remaining 2500 will be distributed in a similar manner when students return in January. The sales and design staff will be extremely busy preparing for the two upcoming magazine deadlines. First, the Healthy Living Guide ad deadline is Wednesday, January 11th, and the publication date is Wednesday, January 25th. The dates for this publication might be subject to change, depending on our ability to meet our sales deadline. The second publication is WKNC's Double Barrel Benefit magazine. The ad submission deadline for this is January 16th, and the publication date is January 30th. The team is eager to hit the ground running this semester!

WKNC

We have billed \$4202.50 to date for WKNC. The sales reps are focusing their efforts towards selling ads in WKNC's Double Barrel Benefit magazine, and we are hoping to greatly increase our current sales numbers for WKNC.

Nubian Message

Nubian continues to be on track for a record year of revenue, as \$2,581.35 has been billed thus far. We think the increase in distribution and circulation have helped to increase awareness of the publication as well as the great job the editorial staff has done with the paper this year.

Personnel

The staff continues to foster a great working environment, supporting and encouraging one another to perform at their best. November 29th the business office had its annual Christmas party, which included games, treats, and a lot of staff bonding. We have a 100% retention rate of staff for the Spring semester, so we will not need to fill any new positions.

Training

We are planning a refresher training in January for the sales team to reacquaint themselves with the computer systems, targeted customers, and any new Student Media updates.

Nubian Message

Submitted by Stephanie Tate, EIC

Revenue

n/a

Expenditures

n/a

Personnel

The *Nubian* Staff has grown since the beginning of the semester. We currently have about 15 people that contribute to the newspaper through writing, design, etc.

We are working to establish dates for a round of spring interest meetings.

Training

Editorial Advisor Ellen Meder will be releasing a training schedule and I will be requiring all the staff members to attend two trainings a semester. I will also be meeting with writers to make sure that at least one of these trainings is in an area the writer can improve in.

Technology

We have zeroed in on a theme for our new website and will be purchasing the tools necessary to update our website shortly.

Coverage

We received excellent feedback from our readers on our Mama Thorpe issue. We will be releasing a few special edition issues this semester as well.

Pan Afrikan Week and Black History Month will make this a busy semester for coverage.

Deadlines

This semester I will be moving the deadline for articles up by 7 hours. This will allow me more time to do some initial edits before production night.

Ethics/Legal issues

n/a

Technician

Submitted by Rachel Smith, EIC

Personnel

We have recently seen some pretty drastic changes in staff

News Editor: Adam Davis quit due to a heavy class load this semester. Jonathan Carter has been promoted to this position.

Assistant News Editor: Sara Darwish has been hired. Still looking to fill one position (see below).

Assistant Photo Editor: Mitchell Burleson has been hired.

Co-Video Managers: Julia Kenny graduated. Claire Collens and Federico Planchon have been hired.

Assistant Sports Editors: Drew Nantais quit to take on an internship at WRAL this semester. Still looking to fill two positions (see below).

Design Editor: Nick Gregory and Mikhail Vasquez are studying abroad. Sarah Hardison has been hired.

Projects Manager: Gavin Stone graduated. Samuel Messick has been hired.

Co-Opinion Editors: Logan Graham is studying abroad this semester. Aditi Dholakia and Luke Perrin have been hired.

In total we currently have eight new senior staff. We are still looking to hire another assistant news editor and potential two assistant sports editors. (Applications were sent out before break and were due this past Jan. 8).

We are continuing to see a steady flow of people finishing up their correspondency periods and becoming staff members. We will also be conducting another large round of recruitment early in the semester.

Training

Ellen Meder has scheduled a welcome-back training for all senior staff members on Jan. 8th.

Technology

n/a

Coverage

We completed our 24 page *Technishit* in December. We are currently gearing up for the *Daily Tar Hell* next month.

Deadlines

Our section editors are having a hard time keeping their staff members accountable for deadlines (as always), but our formal strike system does seem to help editors keep track of who has dropped stories or missed deadlines. The strikes we have given out thus-far have seemed to be effected in terms of correcting the individual situations.

Ethics/Legal issues

We were asked to delete a story regarding paintball. Discussion to come.

Windhover

Submitted by Nikita Chintalapudi, Editor

Revenue

We received all the t-shirts and the company that makes them ended up giving them to us for free as a special donation to support Windhover, so we are only selling them for five dollars now.

Expenditures

Looking into buying t-shirts, banner, table, and keychains.

Starting to plan release party and looking into possible partnerships with Fish Market Gallery or possibly working with Kings downtown again.

Have been working with printers to get quotes on the book printing and will be meeting with them in the upcoming weeks.

Personnel

n/a

Training

n/a

Technology

n/a

Coverage

We emailed select people from last year's journal to see if they would be interested in submitting again and also emailed all the people who had performed at open mic night to encourage them to submit their work

Open mic night was a huge success! We went overtime and people performed for an hour and half. We had about 13 people in total perform and around 40-50 people show up to listen

Deadlines:

The preliminary deadline of December 6th passed and we had a total of 61 literary submissions, 72 visual submissions, and 10 audio submissions. The final deadline will be January 15th.

Trevor and Eden have finished the rough design for the book and are working on creating templates so that they can have enough time to design the book once submissions are finalized.

Ethics:

n/a

WKNC

Submitted by Emily Ehling, GM

Revenue

Non-fee income (money in the bank), as of Dec. 31, 2016: \$11,301.60

Benefit Tickets — \$525.00

Benefit Sponsorships — \$225.00

Wolfpack Sports — \$1,200.00

LBLB Contract — \$2,500.00

Sponsor Sales — \$1,610.00

Orientation Magazine — \$2,200.00

Concert Promotions — \$800.00

Merchandise Sales — \$1,483.60

Other — \$758.00

Technology

With the hard work of Doug, Jarrett, and Will our new board is installed! We also now have new computers in the MD office, updated software and a new AV server.

Personnel

We have hired new employees for the following positions: Operations Manager - Cassandra Saroza, Underground MD - John Wilson, Afterhours MD - Pranesh Kamalakanthan, Assistant Daytime MD - Evan Embree, Multimedia Director - Quinton Moore.

Outreach

WE REACHED 10,000 TWITTER FOLLOWERS ON DECEMBER 5TH! Double Barrel Benefit 14 has been announced and will be happening February 24th and 25th at Kings in downtown Raleigh!!!!!!