CALL TO ORDER

Chairman Mimi McCarthy called the meeting to order at 7:03 p.m. and established a quorum.

APPOINTMENT OF MEETING SECRETARY

Kaanchee Gandhi volunteered to serve as recording secretary for the meeting.

APPROVAL OF OCTOBER MEETING MINUTES

Molly Donovan noted that Kaitlin Montgomery’s name was misspelled in the Oct. 13, 2015 minutes and said that should be amended. Otherwise, the board voted unanimously to approve the amended minutes after a motion from Robbie Williams and a second from Dean Phillips.

BUDGET UPDATE

In Jamie’s absence, Patrick presented the November budget update, saying he was unaware of any extraordinary items of note therein. The report is attached and made part of these minutes by reference.

REPORT FROM 2015 NATIONAL COLLEGE BROADCASTERS CONVENTION

Matt Brown said that he, four other station staff members, Jamie, Patrick and Doug Flowers all benefited from attending the 2015 CBI Convention in Minneapolis. One idea he said he was adopting was to distribute his board reports to the station staff every month to keep them better informed of “big picture” station matters. Another was to add the position of a multimedia director at WKNC. Finally, he said the station was going to start doing a “DJ of the Fortnight” in which a DJ will be spotlighted every two weeks.

REPORT FROM THE 2015 ACP/ CMA CONVENTION

Martha and Ellen said they and five students – three from Technician and two from Agromeck – attended the 2015 College Media Convention in Austin, Texas. They also distributed some of
the written summaries attendees had put together after their return; those summaries are
attached and made part of these minutes by reference. Drew Nantais, the Technician’s assistant
sports editor, said that he primarily attended sports-oriented sessions. He said that he planned
to use an idea he heard in one session regarding coverage of controversial sports stories; he
said other publications had seen success in covering such stories when reporters from the news
and sports sections worked together, and that he wanted to partner with members of the news
staff to do the same. As for Agromeck’s attendees, Molly said they presented what they learned
to the full staff at its meeting on Monday, and said she was gratified to hear that in many of the
yearbook sessions, Agromeck spreads were repeatedly used as examples of yearbook best
practices. Finally, Ellen noted that Technician brought home awards in the best breaking news
and sports column categories, as well as being named the fifth-place finisher in the Best of
Show competition.

NUBIAN MESSAGE SPRING RECRUITMENT AND MARKETING PLANS

Chris Hart-Williams presented the Nubian Message’s recruitment and marketing plans for spring.
The written summary of the plan is attached and was submitted in lieu of a standard board
report. He said ideas included a winter open house, a spring pizza mixer, and a December
deadline for recruitment fler designs. With regard to a winter open house, Matt mentioned that
WKNC was planning to participate in Winter Welcome Week and was thus planning something
similar. His fellow leaders said they would also like to appreciate in a winter open house, so
Krystal said she’d take the lead in finding a date and coordinating organization efforts.

BOARD VACANCY UPDATE

Patrick said the seat formerly held by Matt Donegan was still vacant, and added that some
prospective board members Marc Russo had reached out to from the design field hadn’t panned
out. After some discussion, Tyler recommended that the board reach out to Mandy Locke of the
News & Observer to join the board. Since he knew Mandy, Tyler said he’d reach out to her and
report her response back to the board.

TECHNICIAN CIRCULATION REDUCTION

Patrick told the board that effective with the next day’s issue (Wednesday, Nov. 11), the
Technician would be printing 5,000 issues per day, down from 10,000 one year ago. He said
that the press run had already been cut to 6,000 daily in the fall when a circulation audit found
that well less than half of the 10,000 press run was being picked up every day. In response to
that discovery, Patrick said the existing campus route had been significantly expanded, and a
whole new “commercial” route that included most of the businesses on Hillsborough Street and
Mission Valley had been added. He said those additions nearly doubled the number of
Technician distribution points on and near campus to nearly 100 daily. Even so, he said 6,000
papers per day had resulted in more than 1,000 extra papers per day left at Witherspoon,
which had been difficult for the office staff to deal with. In terms of cost savings, Patrick said
the reduction wouldn’t save much, about $30 per day, but he said that was enough to pay for
the addition of the commercial route. In total, Patrick and Krystal estimated that the average
daily readership had remained steady at about 10,000 readers per day counting paper copies
distributed, strong pass-along readership and an average of 2,500 visitors per day to the
Technician’s website. From an advertising/marketing standpoint, Krystal said Student Media’s
rate cards were being updated to reflect the reduction and that prices would be similarly reduced. She said she believed it would not affect overall volume and could even spur additional business from businesses who had previously claimed they’d been priced out of advertising with the Technician. Finally, she said it was another wake-up call that Technician should continue moving toward a web-first mentality.

ORGANIZATION REPORTS AND ADDENDA

The organization leaders’ reports are attached here and included by reference. (Note: While Kaitlin Montgomery had submitted her report in a timely fashion prior to the November meeting, that report was inadvertently omitted from the meeting package. It is included here as part of these minutes.)

Molly said that fall portraits for the 2016 Agromeck had been extremely strong, with about 370 sign-ups and at least that many people who sat for portraits. She said that even with modest success in the spring session, the Agromeck staff hoped to significantly exceed last year’s total of less than 500 seniors with portraits taken.

Though Mark Tate was absent, Krystal noted that revenues were up 33% as compared to this same last year.

Chris said that the Nubian Message’s final issue of the semester Nov. 18 would be its anniversary issue.

Kaanchee said that her lead designer would be filling the position as an internship with the College of Design, so that would help Windhover’s salary numbers by year’s end. She also reminded everyone of Windhover’s fall Open Mic Night on Thursday, Nov. 19.

Kaitlin reported that there had been considerable backlash to the Technician’s coverage of the recent off-campus “CMT vs. BET Party,” including some personal attacks directed toward Kaitlin on the Wolfpack Students Group online discussion forum, but she said she stood by the paper’s coverage of the party.

ADJOURN

The meeting adjourned at 7:50 p.m.
### STUDENT MEDIA BUDGET VS. ACTUAL

**DATE:** October 1, 2015

**PERCENT THROUGH FISCAL YEAR:** 25%

<table>
<thead>
<tr>
<th>056 AGROMECK</th>
<th>058 WINDOVER</th>
<th>060 GENERAL ADMIN</th>
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<tr>
<td><strong>Budget</strong></td>
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<th>061 NUBIAN MESSAGE</th>
<th>066 TECH SUPPORT</th>
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<td>$253,131.59</td>
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<tr>
<td>Profit/Loss</td>
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</tbody>
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#### Notes
- **STUDENT MEDIA BUDGET VS. ACTUAL**
- **PERCENT THROUGH FISCAL YEAR:** 25%
- **DATE:** October 1, 2015
- **AGROMECK**
- **WINDOVER**
- **NUBIAN MESSAGE**
- **WKNC**
- **TECH SUPPORT**

#### Table Breakdown
- **Budget**, **Actual**, **Percent** columns are provided for each category under each column header.
- **Payroll**, **Supplies**, **Leadership develop.**, **Admin service charges**, **Current services**, **Fixed charges**, and **TOTAL** are listed under each category.
- **Non-fee income** and **Fee income** are also listed separately.

#### Percentages
- Percentages are calculated for both budget and actual figures to show the deviation.

#### Profit/Loss
- **Profit/Loss** columns are included to show the financial outcome for each category.
ACP / CMA Conference

Thursday, October 29th
9-9:50 am: Yearbook: The Tie That Binds
10-10:50 am: Yearbook: Leading a Yearlong Passion Project
11 am-12:20 pm: Keynote: The Future of Newspapers. Is There One?
12:30-1:20 pm: Yearbook: Visual and Verbal Storytelling
1:30-2:20 pm: Yearbook: Making it Pretty
LUNCH
3:30-4:20 pm: Just Your Type

Friday, October 30th
9-9:50 am: Getting Everyone in the Book
10-10:50 am: Yearbook: Design Inspiration
11 am-12:20 pm: Keynote: Activism and Journalism
LUNCH
1:30-2:20 pm: When Everyone Bails and Everything Fails, You Still Gotta Get the Stuff Done!
2:30-3:20 pm: Creating Cohesion With Your Staff
3:30-5 pm: CMA Pinnacle Awards

Saturday, October 31st
9-9:50 am: It’s All About That Book: The Yearbook Digital Innovation
10-10:50 am: High-Impact Type Design
LUNCH
12:30-1:20 pm: Dazzle Your Digital Resume
1-1:50 pm: I’m Sorry, Is My PERSONALITY Getting in the Way?
2-2:50 pm: 10 Ways to Become a Leader Everyone Wants to Work For
3:30-5 pm: ACP Awards Ceremony

Sunday, November 1st
9-11 am: Closing Keynote and ACP Best of Show Awards Ceremony

• My favorite session by far was the Visual and Verbal Storytelling session run by Jen Bladen, a former Balfour rep and current yearbook consultant. The session emphasized communication between all parts of the storytelling process and gave tips about how to tie photo, story, and design together for a more cohesive look and feel while also making each element a unique story in itself
Helen “Eliza” Eisenhardt

- Was able to network with Jen Bladen and other students from different college/university's yearbook staffs because of small sessions focused directly on yearbook
- Reviewed up and coming design trends and tips for a more visually attractive publication (fonts, layouts, etc.)
- Sessions on how to be a better leader, both focusing on the self and managing different personality types/getting the staff on board and excited about what needs to be done
- Presented ideas as to how to get more people in the book/how to get more people interested and involved in being in the book (increase participation in senior portraits, etc.)
- Integrating technology with your print version (Aurasma app, etc.); not print vs. web, but a combination of the two elements (emphasizing the storytelling ability of each different element included)
Amanda Pearlswig

ACP / CMA Conference

Thursday, October 29th
9:00-9:50am  Yearbook: The Tie that Binds
10:00-10:50am  Design Ideas from Professionals
11:00-12:20pm  Keynote Speaker: The Future of Newspapers. Is There One?
12:30-1:20pm  Alternative Story Forms
1:30-2:20pm  Brand Yourself
2:30-3:20pm  LUNCH
3:30-4:20pm  Just Your Type

Friday, October 30th
9:00-9:50am  Tips & Tricks for InDesign and Photoshop
10:00-10:50am  Yearbook: Design Inspiration
11:00-12:20pm  Keynote Speaker: Activism and Journalism
12:30-1:20pm  LUNCH
1:30-2:20pm  When Everyone Bails and Everything Fails, You Still Gotta Get Stuff Done
2:30-3:20pm  Creating Cohesion with Your Staff
3:30-5:00pm  CMA Pinnacle Awards

Saturday, October 31st
9:00-9:50am  It’s All About that Book: The Yearbook Digital Innovation
10:00-10:50am  High-Impact Type Design
11:00-11:50am  LUNCH
12:30-1:20pm  Designing a Winning Logo
1:00-1:50pm  Somehow I Manage
2:00-2:50pm  How I Got My Awesome Magazine Job
3:30-5:00pm  ACP Pacemaker Awards

Sunday, November 1st
9:00-11:00am  Closing Keynote and ACP Best of Show Awards

Notes:
* My top two favorite sessions were Alternative Story Forms and Yearbook Design Inspiration.
  * Alternative Story Forms: This session gave a lot of good examples on how you can tell the story without using a traditional box of text. It was aimed more for newspapers, but I think it is very applicable to yearbook as well. He talked about how it does not take a designer to make alternative story forms, it just can just be text with different sizes/weights. As a graphic designer, it was nice to get a quick refresher to not over do it and the goal of the form is to tell the story in a more interesting way not to have a great design. In addition he talked about
how it is our job to guide the reader through the graphic, so we need to be cautious as to what colors and scales we are using. Overall it was a great session and good reminder of the difference between the idea of alternate story forms and infographics.

* Yearbook Design Inspiration: This session was particularly interesting to me because it was essentially a slideshow of beautiful spreads from yearbooks and magazines of styles that are popular right now. I spent the whole session sketching ideas that could potentially be used in a future book. I also chose this session because of Jen Bladen, she taught almost all of the yearbook related sessions so I spent a good amount of team with her. She was just a great presenter and had a lot of insight into what makes a yearbook successful.

* Since the yearbook sessions were fairly small and all taught by the same person, there were some great networking opportunities with Jen Bladen and students from other colleges that were in the same sessions with me over and over again.

* A popular topic throughout the convention was the future of print yearbooks and the transition for a lot of schools to a digital format. One big suggestion was how to better incorporate technology into your yearbook, how can social media and the web support your book and make people more interested.

* Jen Bladen also talked about the coffee table book idea, a book that is essentially themeless but beautiful and the design drives the theme rather than actual text.
  - Also don’t forget about the spine, since that is all most people see several years after graduation.

* Most of the sessions that I attended focused on design and how to make it cohesive throughout a publication with multiple people working on it and how to incorporate your theme with design elements; therefore it might appear to be themeless but actually has subtle hints to a theme.
Nubian Message Spring Recruitment Plan Outline

- Nubian Open House

- Spring Pizza Mixer
  - Staff Meeting, to engage staff to get peers involved and all them to witness a typical meeting, bring at least one friend, raffle for staff and raffle for guests

- Spring Interest meetings
  - Set two dates, at least one mid to late Jan. post-MLK day week.

- Participate in Organization fair Opportunities
  - Campus connections

- Social media & web campaign
  - Instagram, Facebook, WKNC psa, In-house ad, SGA Tue. Howl (More in marketing plan)

- Create Open House Flyers
  - Staff Activity: Compete to finish covering opposing section of campus with fliers and posters, including coffee and donut incentive
  - Dec. design outline
  - Submit poster for bulletin boards by Dec.
    - Digital sign board for across campus, esp. Talley, Witherspoon and CHASS buildings.

- Have Nubian reps visit other community organizations
  - Pitch involvement to:
    - Greek Organizations
    - AYA Ambassadors
    - AACC What's on table
    - MSA
    - AASAC, Afrikan American Advisory Council
    - SGA
Nubian Message Spring Marketing Plan Outline

Goal: Promote Nubian on campus and engage readers through social media and

- Facebook
  - Reach out to new students

- Twitter
  - Challenge contest involving students that surrounds a popular campus Spring event
  - Reachout to new students

- PSA
  - WKNC PSA about the Nubian and staff opportunities
STUDENT MEDIA
ORGANIZATION REPORTS -
November, 2015

Agromeck
submitted by Molly Donovan, editor

Revenue
- Last week was the first week of senior portraits, and we are offering a $10 discount on the book for every senior that gets their photo taken. We had a table set up by the portraits to push book sales.
- Agromeck Man has officially returned!! He walks around campus and takes selfies with students for a contest and tells people how they can buy a book.

Expenditures
- N/A

Personnel
- No major changes in staff.
- One designer has expressed interest in a Digital Media Coordinator position (originally the Webmaster) and we are beginning the interview process with her.

Training
- More of our staff is completing their correspondency, and we have work nights every Thursday so staff can have the opportunity to sit down with editors and talk about their story/spread/etc.
- Over Halloween weekend, Eliza (our design editor) and Amanda (a senior staff designer) were able to go to the ACP/CMA conference in Austin, Texas. They split up and went to a ton of sessions and have shared what they’ve learned with our staff, and they also got to accept award on behalf of the Agromeck! The 2014 book won a Pacemaker, and the 2015 book won Second Place Best in Show!

Coverage
- We are working on a package regarding mental health on campus, as well as a spread on the CMT vs. BET party.

Technology
- N/A

Deadlines
- We have not had a deadline since the last meeting. Our next deadline will be Dec. 11.

Ethics/ Legal Issues
- N/A
Business Office  
submitted by Mark Tate, business office manager

Revenue

Technician
October’s Technician sales finished well and combined with the revenue from other outlets, it was just enough to exceed our monthly goal. During October, we held a housing fair at Stafford Commons and were able to bring in over $11,000 in revenue from our Housing Guide special section. Coming up in November is the RED: Basketball Preview special section. We will be dropping our print distribution down from 7,000 to 5,000 per day. Because of this, we are lowering the rates across the board 25% to accommodate for the change.

WKNC
Year to Date (July 1st-October 19th) we have brought in $4890 from WKNC sales.

Nubian Message
Nothing new to report on Nubian Message sales

Agromeck
We are in the process of doing senior portraits this week. We are on pace to far exceed our senior portrait numbers from last year and possibly hit the 600 mark. We have set up a table during every time slot for senior portraits. At this table, a Student Media representative is always present to discuss with students how to purchase a yearbook. We were able to sell our first book of the year last week.

Expenditures
All expenditures are normal. Due to trademark issues, we were forced to change the name of our dining website from packlife.org to nearncsu.com. Although we did not have to pay to have the site updated with the new name, we did have to pay for a new domain and new promotional memorabilia with the new name.

Personnel
We have hired three new junior media consultants that will be focusing on bringing in new business for the organization. We have also hired three new marketing interns that will help with promotional events and Agromeck sales.

Training
No new training events took place in October.

Deadlines
The basketball preview deadline passed on November 5th and the preview will run on November 12th.
Nubian Message
Submitted by Chris Hart-Williams, editor

No report by meeting date.

Technician
Submitted by Kaitlin Montgomery, editor

Personnel

Everything is pretty normal. We’re all getting a little burnt out and this is really apparent with news and its writers. We’re working on ways to keep people interested and involved.

Training

Ellen has had mini-trainings with various sections. We had three staff members (Inez, Rachel and Drew) attend the CMA/ACP conference in Austin. They have all said they had a great time and learned a lot of things they will be sharing with us Thursday.

Technology

We’re revisiting the idea of bringing InCopy into our editing process. Megan and I have spoken about it and are in the process of discussing the pros and cons.

Coverage

We’ve had a lot of pushback lately with the news coverage of the “CMT v BET” party that happened off campus as well as several opinion pieces that have run. The student body has had aggressively negative and positive things to say so we’re dealing with that at the moment. That’s probably the biggest thing that has happened coverage wise.

Deadlines

I don’t think we’ve missed deadline in quite a while. They all work really hard to get the paper in on time.

Ethics/Legal Issues

None at this time.

Windhover
submitted by Kaanchee Gandhi, editor-in-chief

Revenue

Ryland has requested to take on his role of design editor as an internship for class credit rather than a paid position. We now have $1,200 more in our budget for personnel. The money will most likely end up as surplus, however, since most of our positions are volunteer based.
Expenditures

Nothing to report

Personnel

We have hired the following new personnel:

- **Literary Editor:** Threa Almontaser
- **Visual Editor:** Cyrus Homesly
- **Audio Editor:** Julie Smitka
- **Designer:** Sonia Hupfeld-Cousineau
- **Designer:** Ryan Williams
- **Social Media Correspondent:** Emily Ehling

The section editors will be forming their committees soon.

Training

Our section editors have new email addresses and access to shared Google Drives where we will be organizing submissions. Our new designers have been assigned small tasks to get acclimated with the design theme we have this year and soon we will all meet together to discuss the direction of the book. Our social media correspondent is being delegated a list of coverage to be posted online weekly.

Technology

Nothing to report

Coverage

Promotion of our Open Mic Night is going well! We have a lot of people already signed up to perform or display their artwork. Our Open Mic Night is being held on Thursday, November 19th from 7-10pm in the Caldwell Lounge.

Deadlines

Nothing to report

Ethics/Legal issues

Nothing to report

Submitted by Matt Brown, general manager

Revenue

Non-fee income (money in the bank), as of Sept. 30, 2015: $6,926.40
Donor announcements — $675.00 [waiting on a JV for some more]
Web Ads — $205.80  
Tir Na nOg — $900.00  
Concert Promotions — $1,900.00  
Benefit Concerts/Events — $1,005.00  
Merchandise Sales — $821.60  
Other — $1,419.00 [Donations and FY14 payment from Wolfpack Sports]

**Personnel**

Cory K was hired for the position of multimedia producer. He will be editing Lounge videos for us in the future.

**Training**

So far 20 trainees have completed the DJ training class. This represents about 60% of the class. Most of the rest of the trainees are in the process of completing their board test.

**Coverage**

Eye on the Triangle will be airing an hour-long show as part of Diversity Education Week. The second Fridays on the Lawn was hosted on 10/2. Despite having to move to the rain location, more than 50 people attended the event.