

Kindle Arts Society

Kindle Art Society

Board Meeting Minutes - September 16, 2013

Time: 6:00pm

Where: Jared's Amenity Room

In attendance: Jared Warren, Morgan Andrews, Amara Smith, Chris Marks, Charlotte Wood, Elana Angus

Quorum met? Yes

Chair: Amara

Secretary: Jared

Review of last meeting's minutes

Actionable items:

- CORE donations - Morgan
- Board manual - Amara
- KindleArts Academy - Jared

Approval of the Agenda

Motion: to approve agenda

Motion By: Jared

In favour: All

Board reports:

- Treasurer:
 - Needs to be reimbursed for cheques written from her account
 - Will store bank records
 - Heater rental for Kasbah still outstanding
 - Communication issues after Otherworld
 - Jared already put some process suggestions in an email; copied here:
 - She had been processing reimbursements on a first-come-first-served basis, but is switching to processing the largest reimbursements first. (I don't want to micromanage the Treasurer's work, but some sort of combined queue rank is probably a good idea.)

- A lot of the art grant requests came in without the receipt summary sheet that speeds up the process. The art grant team had the really cool idea of assigning a team member to handle each grant, in the future the art and participation grant team members should also help the artists get their paperwork together and check that it's in order before submitting to the treasurer (this could be a big bottleneck with paper - need to think this through more).
 - Add a section to the website explaining the reimbursement process and setting some expectations about how long it will take.
 - For larger projects, encourage people to request some of the money up front or submit multiple reimbursements as purchases are made (although that creates more work to link reimbursements to the budget item). I believe this is how Brian and Morgan handled the effigy expenses.
 - As Dave discussed, for the Otherworld rush next year the Board should figure how to distribute some of the Treasurer's workload to other Board members (all my official Chair stuff ended when Gate opened, so I totally could have been more useful).
 - Remember that our bank account now requires two board members to sign each cheque (another good reason not to skip meetings).
- Art Grants:
 - **Motion: Fall budget of \$1000. Approved.**
 - Chris is contact person for Treasurer
 - Discussion of repeat grants for projects

New business:

- Fall Event by Charlotte Wood
 - Venues: VEC or others
- Otherworld
 - Still interested in restorative justice circle
 - Discussion of gate crashers
 - Discussion of ticket refunds
 - Discussion of parking at Resonance
 - Discussion of volunteer First Aid at Otherworld
- Otherworld Orphan Camp
- Strategic Plan
- Lights Out / Darkwad party - December works

Actionable items:

- Jared to get CORE donations final \$ from Nato
- Amara to tell Edd to go ahead with board manual
- Jared to meet with KindleArts Academy

- Jared to get feedback for hoop making workshop
- Jared to get reference letters from Sunset & VEC
- Morgan and Charlotte to meet about fall event budget
- Jared to tell Blair and Elana to continue with restorative justice
- Chris to call Sunny Daze about Orphan Camp issues
- Amara to draft Board communication standards
- Amara to look into password management
- Jared and Ashes to work on PayPal configuration
- Morgan to keep working on documenting processes

Adjournment