

Kindle Arts Society

Kindle Art Society

Board Meeting Minutes - September 16, 2013

Time: 6:00pm

Where: Jared's Apt

In attendance: Jared Warren, Chris Marks, David Boon, Amara Smith, Morgan Andrews, Natalie Gregory, Elana Angus, Blair Wilkinson

Quorum met? Yes

Chair: Jared

Secretary: David

Review of last meeting's minutes

Actionable items:

- Reference letters from Sunset and VEC (Jared)
 - Jason says Ashes has it
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- Create Lastpass account for passwords (Amara)
- Finalize booking dates for OW (Chris and Jared)
 - Done - June
- Send PJ Planet invite to OW mailing list, post to Seattle and Vancouver lists (Jared)
 - Done
- Give Gabriel go-ahead to begin organization for OW 2014 first aid (Jared)
 - Gabriel & Nikole looking at volunteer first aid
 - Kindle insurance wouldn't cover - BC Nurses Assn provides insurance for members for volunteer. Non-nurses would need to get their own liability and we could reimburse. Gabriel is working on this
- Give Alan go-ahead to organize fire extinguisher course (Jared)
 - Done, recommendation to start in the new year. \$35+tax per, w expectation that attendees will act as fire safety at at least 1 future event
- Appoint Marlene as head/MC of AGM, to liaise with Jason, and select date (late Jan)
 - Done. Also Sunset will be the venue
 - End of Jan/early Feb

- Design/price OW ranger beacon (Dave)
 - Price range is ~\$150

Approval of the Agenda

Motion: to approve agenda

Motion By: Jared

In favour: All

Board reports:

- PJ Planet.
 - Event was a success
 - Charlotte needs to follow up with team leads and prepare afterburn report
 - Financial follow up/finale with Morgan
 - Couple of receipt issues, replacement for J Guille's blacklight
 - 150 tickets sold in total
 - Jared - 18 other decompressions: Average date is Oct 22. Earliest is Sept 27th. Latest is end of November.
 - Places PJ Planet behind average.
 - None of the decomp are on halloween or the week before halloween.
 - New target for decomp: First week of October
 - Failure to accurately keep track of ticket sales at door
 - Morgan: divide door revenue by ticket price and call it that many tickets. Extra \$ considered donation
 - Variety show saves non-profits from having to create GST number/charge GST
- Amara's communication plan
 - Goal is to ensure teams have access to necessary information for decision making
 - To be emailed to board members for feedback
 - Guidelines for directors/interactions with team leaders/delegation
 - Jared continues to recommend that there be at least one director on each team
 - Report is to describe HOW to communicate to max effectiveness
- Jared's SeaCompression experience/ignition northwest
 - Ignition Northwest has a venue booking team, which selects leads
 - Venue for Critical NW selection takes all year

- Recommendations for local team members: 4x4 club, SCA member (ie Edd)
- **Motion to create venue booking team**
 - Venue team only finds venue/gets quotes
 - Does not book venue, does not select team leads
 - Seconded, passed
- Otherworld issue: they would like to double the rental rate
 - 2013: \$10/person+\$1000 venue price
 - They would now like \$20/per +\$1000+pumping fees
 - Resonance: prices 110+
 - The venue is busy (booked every weekend)...they are looking to max profits
 - Contract is not signed but Chris left a personal cheque to hold the date
 - We do not have another venue at this point
 - More money for venue = request more service.
 - Dave: \$20 per is fair for the site.
 - Re-negotiation is next week.
- Treasurer
 - Come up with protocol for loaning KindleArts property to community members
 - Sign in/out, agreement to replace if lost/destroyed
 - Create inventory and form for loans
 - Working on year end report, prep for AGM
- Art Grants
 - 8 applicants, 1 disqualified (requested travel expenses and DJ equip set up)
 - Most requests came in during the final 5 days (during the extension)
 - All grant team members voted
 - Votes were varied, all recipients receive 40-60% of their requested funds

Actionable items:

- Set up on website for linking to art projects that have been completed (Jared)
- Figure out set up of donation process, to be brought up at AGM (Jared)
- Change target date of decompression to first week of October (Jared)
- Add board meeting minutes to website/show dave how (Jared)
- Put call out for spring event lead (Jared & Ashes)
- Request reference letter from VEC (Charlotte)
- PJ Planet afterburn report/follow up w team leads (Charlotte)
- Board manual is ongoing (Amara & Edd)

- Provide Amara with feedback on communication doc (all board members)
 - Write thank-you email to PJP attendees and suggest to follow KindleArts on Facebook (Charlotte)
 - Create Lastpass account for passwords (Amara)
 - Create venue team & protocol for KindleArts (David)
 - Draft letter to Sunny Daze for negotiating price (Chris)
 - Contact art grant recipients
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- Reference letters from Sunset and VEC (Jared)
 - Finalize booking dates for OW (Chris and Jared)
 - Send PJ Planet invite to OW mailing list, post to Seattle and Vancouver lists (Jared)
 - Give Gabriel go-ahead to begin organization for OW 2014 first aid (Jared)
 - Give Alan go-ahead to organize fire extinguisher course (Jared)
 - Appoint Marlene as head/MC of AGM, to liaise with Jason, and select date (late Jan)
 - Design/price OW ranger beacon (Dave)
 - Create inventory document and modify forms for equipment loan recipients (Morgan)

Adjournment