

Kindle Arts Society

Kindle Art Society

Board Meeting Minutes - December 23, 2012

Time: 11am

Where: #307-2644 Prior St

In attendance: Steve, Amara, Edd, Morgan, Jared, Dorothy, CLamb, Duncan, Chris-in-Flux, Marlene, Natalie

Quorum met? Yes

Chair: Steve

Secretary: Amara

Review of last meeting's minutes

Approval of the Agenda

Motion: to approve agenda

Motion By: Steve

In favour: All

Board reports:

- Treasurer:
 - a. Year end review has been sent to the Board via email: ~\$4700 in grants have been given out; banked ~\$2400!! Bar continues to make money and, therefore, a worthy expense. Big paypal fees which are unavoidable right now.
 - b. Future Treasurer should be comfortable with the possibility to prepay and front \$\$\$ on personal credit cards until a better process has been implemented (ie. society credit card)
 - c. Prom Decom: final numbers not available yet but it broke even; ticket sales were good but there were many refunds; lesson learned: we need a better accounts receivable process; too many revenue streams (donations aren't clearly labelled on the back end); cash at the door is the riskiest; we need a reconciliation process
 - d. Morgan has created a Budget Operating Manual

Special teams:

1. Arts grant team: Fall art grants gave \$500 to CORE; Morgan to let art grant team know when cheques have been handed out
2. Communications: Board to read the restricted content on the website, guidelines, and best practices

Unfinished business:

- Amara to create social media plan
- Teams to send quarterly reports to board: rotate each team to attend board meetings
- Create schedule for teams to report to the board
- Strategic plan update: in progress.

New business:

- Duncan & Dee to talk about KindleArts Academy (Education)
 - *Duncan made notes again (<3): Operational Briefing (have him send digital copy to Board)*
 - *ability to offer scholarships to community (Duncan suggests \$500, to discuss with Board)*
 - *workshop facilitation with free or subsidized entrance to those who need it (academy to pay for venue/costs and spread among participants +\$5)*
 - *online forms (signups, notes form workshops; lesson plans)*
 - *instructor database to be kept*
 - *mailing list*
 - *Integration with Otherworld workshops*
 - *networking within community and beyond (flow arts, etc)*
 - *maintain a venue register (venue research and database)*
 - *reporting standards*
 - *Morgan and Duncan to discuss how to run financials*
 - *annual budget ~\$3500, self-sustaining.*
 - *Academy is requesting first quarter funding today*
 - *MOTION to approve 1st quarter funding: all in favour - ALL*
 - *Workshops already planned*
 - *Communication plan to be created (give access to all communication avenues)*
 - *Branding - sees itself as a distinct entity from KindleArts (board to discuss)*
 - *Steve would rather build KindleArts & Academy together*
 - *Academy to discuss best practices from art grants (ie. delivering workshops after receiving scholarship)*

- Natalie & Flux to talk about the Spring Event (Kasbah)
 - *looking at Saanich Fairgrounds (meeting with venue on Jan 2). There's lots of options and sizes. There's bus service; room for large art; mutant vehicles. Available Mar 23. Event can only run til 1am. Suggestion to look into camping on site.*
 - *There is a large space (3 car carport) available to display art*
 - *Art grants are available for out of town art (gas/ferry costs)*
 - *Volunteers are already lining up*
 - *Board wants to start using the [Alchemy art grant selection process](#) for Kasbah*
 - *Steve to create an email address for event leads*
 - *Flux suggests that those who want to run a tent/space/camp become their own "fiefdom" (they are completely in charge of filling their space)*
 - *Event leads to coordinate resources*
 - *Callout for team leads will be done after xmas*
 - *Jared to run ticketing system*
 - *Steve can help with Comm plan*
 - *tents will be lean-tos (Edd to help with design)*

- Dee to report on Prom Decom
 - *Lessons learned: before choosing a venue make sure everyone is on board with fire show; investigate which liquor license venue has; event leads (or team leads) should have Serving It Right (insurance purposes); Steve recommends writing a letter of expectations for venues (ie. 10 Principles, our specific needs)*

- *Sunset Room was great; Edelweiss was not*
- *Clamb suggests adding a checkbox on KindleArts membership site asking members if they have certifications*
- **Marlene to talk about the AGM**
 - *4 different venues explored*
 - *Idea to create an event around the AGM: bring Breaking Wave doc to The Vic Theatre; encourages participation; provides incentive (can offer cheaper tickets or alike to draw ppl for the earlier meeting)*
 - *Breaking Wave event would push the AGM back to Feb*
 - *Challenge is finding an appropriate venue that can pack KindleArts members and allow full participation*
 - *We need to have a members list 1 mth before AGM (Jared is working on it). Invite people to update their info (Edd suggests adding a link to FIPA with this).*
 - *Aiming for Jan 26*
 - *Steve, as Chairperson, must chair*

Actionable items:

- *discuss subsidy plan*
- *AGM notice (to include instructions on how to run for AGM)*
- *board to develop a letter of expectations for venues and team leads*
- *Jared to consolidate volunteer lists*
 - *using volunteer tracking sheets used at Carnivale/OW, will make another for Prom Decom*
 - *2 or more hrs volunteered is a member*
 - *anyone performing 5 mins gets a credit of 1 hr volunteer time*
 - *Board reserves the right to grant membership to anyone*

Adjournment.