

Kindle Arts Society

Kindle Art Society

Board Meeting Minutes - October 13, 2017

Time: 6:40pm

Where: Liam's

In attendance: **Guests:** CLamb, Cam (remote) **Board:** Liam, Esha, Fletcher, Jaclyn, Amara (remote)

Quorum met? Yes

Chair: Liam

Secretary: Esha

Agenda:

1. Review Society bylaws and constitution
2. Director Roles & Responsibilities
3. KindleArts Google Drive
4. Communications Policy
5. AGM minutes - review & confirm
6. Otherworld 2018 Producer call-out
7. Working teams - existing and proposed
8. Handover of accounts and accesses
9. Ticketing proposal

Motion: to approve agenda. Consensus.

1. Review Society Bylaws

Clamb leads brief section-by-section review of the current bylaws. Clarification of meaning of "in-camera portions of meetings".

Action (Esha): Suggestion to add annotations to bylaws and constitution on the KindleArts website to make them more accessible. No deadline. All agree.

2. Director Roles & Responsibilities

Discussion around responsibilities of Secretary as laid out in bylaws - in practice, many of these duties are rotated among board members. All agree to continue sharing secretarial responsibilities.

Discussion of overlap in function of Secretary (board correspondence, minutes) and Communications Director (member updates & outreach). Decision to combine these roles and split between Esha & Amara.

Chair - Liam

Vice-chair - Fletcher

Secretary + Communications - Esha & Amara

Treasurer - Jaclyn

Action (Esha): Add to comms blast. **[DONE]**

3. Review Society Constitution

Constitution reviewed. No questions.

4. KindleArts Google Drive

Cam has shared access to Board Google Drive, all current board members have access.

Action (Cam): Cam to transfer keys/passwords for “info info” & other accounts.

Action (Board): Set up so that “info info” account forwards to directors email. **[DONE]**

Action (Board): Sign into info-info account and copy any documents created by individual accounts, then delete originals, to avoid losing access in the future, when board members change over and no longer have drive permissions.

Action (Board): Check on current status / suitability of paid Google Drive account.

5. Communications Policy

All agree that no one will speak for the Board without first checking in on new or sensitive issues, especially any with significant financial impact.

For emails/messages addressed to the board: whoever has time / bandwidth can make initial contact, acknowledge the request and if a decision is asked for, assure that we will discuss & reply asap. The easiest way is to draft a possible response to the request, and forward to **directors only**. Unless the request involves a sensitive or contentious issue, or has significant financial impact, a draft reply/decision that is approved by 2 other board members can go ahead (see **6. Decision making process**).

For social media: the policy is the same as regular communications, as well as: Avoid engaging in an official capacity on social media, not counting personal opinions and participation in community discussions.

Preferred language, especially in comms or public-facing materials:

- Do not abbreviate society name. Always “KindleArts”, never “KA” or “Kindle”.
- Avoid “volunteer”/“volunteering” instead “co-creator”/“co-creating” or similar.

Action (Esha): Look for previous communications policies, and draft or update.

6. Decision making process

All agree with existing board policy: “*endeavour* to practice consensus-based decision making.” Although the rule for board decision making is by quorum, not by consensus, we strive to achieve consensus whenever possible by valuing collaboration & diversity, and by taking the time to hear and respect all views.

7. AGM minutes - review and confirm

AGM minutes were distributed before the meeting, drafted and reviewed by previous board. Agreement that AGM minutes are confirmed once at least 2 additional current board members review/approve.

Action (Esha): Once confirmed, post PDF to website & include link to AGM minutes in comms blast.

[DONE]

8. Otherworld 2018 Producer call-out

Otherworld Event Producer of 2016-2017 strongly recommends starting producer call-out / selection earlier, September or October. Previous board communications encouraged those interested to contact the board, set a soft deadline of “October, pending new Board approval.” Note that official process is on the website for event producer call-out, selection, etc.

Action (Board): Decide on specific deadline for Otherworld event proposals, and deadline to select the 2018 event producer. (See online process.) **[DONE - Nov 5 for proposals, Nov 20 to select producer]**

Action (Esha): Include call-out with deadlines (once decided) in next comms blast. **[DONE]**

Action (Board): Talk about / encourage anyone interested in being 2018’s OW Event Producer at Friday, October 20th Burners & Beer event (venue: Irish Times). **[Will DO!]**

9. Teams - existing and proposed

Discussed existing teams (Venues, Ticketing & Membership/Co-Creators, Art Grants, Policy, Website, Kindle Academy) & list of teams proposed at the Sept 30 Town Hall after AGM (Financial Review, Nominations, Communications, Conduct, Acculturation & Co-Creator Appreciation). All agree that creating

teams that report to the board to share workload, improve flexibility, encourage healthy diversity of opinions, etc. is a Grrreat idea!

Action (Liam): Contact folks on existing teams to find out what their status is, if they want to stay on or step down, if they want to recruit more people to their team. (Except Fletcher to follow up with Ticketing & Membership/Co-Creators, see last item.)

Action (Esha): Add update on Teams to comms blast. **[DONE]**

10. Handover of accounts and accesses

Action (Board): E-filing Annual Report (from AGM minutes) and new list of Directors (Clamb emailed instructions).

Action (Board): All (except Amara, because not in town) to individually follow up with bank to sort out signing authority.

Action (Board): Make sure whoever needs/wants access to info info account & website, HAS access.

11. Ticketing proposal

Discussion of Volcor vs. Tricks. Lisa & Jared invited to either submit a report of recommendations or a presentation at a future board meeting, whichever they prefer.

Action (Fletcher): Follow up with Ticketing & Membership/Co-Creators (Jared, Lisa, Clamb) on this.

Remaining actionable items:

1. **Action (Esha):** Add annotations to bylaws and constitution on the KindleArts website to make them more accessible. No deadline.
2. **Action (Cam):** Cam to transfer keys/passwords for "info info" & other accounts.
3. **Action (Board):** Sign into info-info account and copy any documents created by individual accounts, then delete originals, to avoid losing access in the future, when board members change over and no longer have drive permissions.
4. **Action (Board):** Check on current status / suitability of paid Google Drive account.
5. **Action (Esha):** Look for previous communications policies, and draft or update.
6. **Action (Board):** Talk about / encourage anyone interested in being 2018's OW Event Producer at Friday, October 20th Burners & Beer event (venue: Irish Times).

7. **Action (Liam):** Contact folks on existing teams to find out what their status is, if they want to stay on or step down, if they want to recruit more people to their team. (Except Ticketing & Membership/Co-Creators, see next item.)
8. **Action (Fletcher):** Follow up with Ticketing & Membership/Co-Creators Team on their proposal.
9. **Action (Board):** E-filing Annual Report (from AGM minutes) and new list of Directors.
10. **Action (Board):** Individually follow up with bank to sort out signing authority.
11. **Action (Board):** Make sure whoever needs/wants access to info info account & website, HAS access.

Next meeting: Monday October 23, 2017, 6:30pm

Adjourned: 8:10pm