

Kindle Arts Society

Kindle Art Society

Board Meeting Minutes - October 23, 2017

Time: 7:00pm

Where: 5th Street Bar & Grill

In attendance: Guests: Chris M., Megan, Heather, Andrew

Board: Liam, Esha, Fletcher, Jaclyn, Amara (remote)

Quorum met? Yes, 5

Chair: Liam

Secretary: Esha

Agenda:

6:45 - set something up for Amara

7:05 - Potential spring event (**Megan & Heather**)

7:20 - Brave New Whirled wrap up (**Chris M.**)

7:45 - Board to discuss:

1. Improving board's internal communications & processes
2. Otherworld Production TEAM of Producers (Hiltz's email + community feedback on FB)
3. Setting up new teams (Tara Pancake's email)
4. Anyone interested in joining Esha to meet Cam Saturday?
5. All to update on Oct 13 action items

7:00 - Agenda approved.

7:05 - Potential spring event (Megan & Heather)

- Megan & Heather are in pre-planning stage for April/May event, checking in for Board support
- Envisioned similar to Calgary - a taste of the desert: daytime art, kid-friendly, stationary art cars, fire show (have successfully received fire permits in the past - for events that fell through), mini effigy burn (not for this first one, perhaps future events), main stage for non-fire performances, live music, recruit from BNW / OW art & theme camps.
- Recurring event in future maybe BRC official regional event, for now, NO

- Planning to run event at loss - free, public, on city property DAYTIME
- \$5000 (grants = \$2000, hoping for grant supplement)
- Budget based on 2015 proposal for similar
- Looked at city requirements for food service, structures, police, city planners
- Potential locations: Bastion Sq or centennial Sq.
 - Centennial - no need portapotties & largest cost = insurance (Board will help with setting this up)
- Insurance depends on max attendees at any one point
- Permitting easier if comes from a non-profit society like KindleArts
- Good opportunity for outreach, awareness, building positive relationships with the city and public, more membership/participation
- Liam recommends that Megan & Heather follow up with Earthdance folks
- **DECISION:** Megan and Heather to email the board with more info, solid numbers needed (Note from Treasurer that KindleArts: finances need to be sorted out first), but Board is in favour

7:20 - Brave New Whirled wrap up (Chris M.)

- Venue loves us, build good relationship with Heritage Acres (future potential for more events, potential to include train rides)
- Heritage Acres wants to collaborate more, was interested in fire effects (Esha relates conversation with the Empress)
- Made society money - \$2500
- Pre-work completed in first 10 days
- Insurance for mobile art cars (there was interest, but not enough time)
- Waiting on Team leads reports, finances done (regional requirement to have finances done 30 days post event & share with community)
- **Question from Megan:** How many participants volunteered? (No option to select volunteer team when buying ticket = risk)

Answer: some big time flailers, no-shows. Volunteer-tracking for future events. (kudos to Lisa - ticketing) Numbers on volunteers to come. Recognizes risk in ticketing w/o volunteer signup.
- **Question:** Would you have done anything different, needed anything more from Board?

Chris' answer: Nothing. Good things: pre-funding from Kindle, to be able to pay costs up front w/o fronting yourself. Good relationship between Board/producer. First aid had barely anything.

Andrew's answer: Also nothing. More volunteers for DPW than scheduled because folks wanted to help, showed up early. Showed 'Burner Spirit.' TO DO BETTER: ticket scanners for gate shift, not

apps on phones, attachment to phone - hardware (approx \$120); art piece that came apart, because not built to art grant specs

7:45 - Board discussion

1. **Clarifying roles** - Chair to organize meetings, coordinate with all directors on logistics.
2. **Communications check-in**
 - Use google docs only to discuss/edit/approve minutes/comms, email chains for specific, time-sensitive decisions only, one per topic?
Yes. Still wait 48 hours, or text if urgent. Don't change subject line, that spawns a new email chain.
 - Do we want a time delay on email decisions, instead of first-to-respond 3/5?
Yes. As long as someone replies within 24-hours to acknowledge & say, "will get back to you soon". Wait 48 hours for directors input, then send reply. First to reply to someone remains point of contact, to avoid confusion.
 - Individual preferences / needs around contacting/decision-making. Exchange phone number, times okay to call/text, etc. **YES! SENT EMAIL**
 - Improve social media presence - update from Amara/Esha's email conversation, Jaclyn suggests Board candid profiles to add to social media.
 - Process update from Amara/Esha - Minutes up and approved by at least 2 others within 3 days of meeting, Comms up and approved by at least 2 others within 3 days of minutes, comms blast out within a week of meeting. **All agree.**
 - Website improvements **Out of time, to discuss later**
3. **Process improvements**
 - **Issue in old minutes** - personal information accidentally included, be extra careful & remember it's important to get 2 extra eyes on minutes (**Esha to edit & replace online**)
 - **Excel task/decisions list**, so whoever has time can pick up un-claimed to-dos? Better decision tracking feeding out of minutes, as a step in between comms & policy, so nothing falls through the cracks? YES to both, tabs in excel sheet
 - **Rotate agenda-drafting** along with minutes? YES, Circulate agenda 48 hours before meeting, no changes after that, UNLESS consensus for emergencies.
 - **Policy around inclusion at board meetings** - People always welcome with 48 hours notice. Not just to consider agenda additions, also for meaningful consent around occupying the same space. No surprise guests.
 - **Meeting location** - Need to have quiet for Amara to remote in, wireless, screen-sharing if reviewing documents.

- At public meetings in public venues, Kindle Arts covers snacks for attendees (**Fletcher to be reimbursed**)
4. **Policy on harassment, issues around consent**, ties into Conduct Team (**Liam to follow up**)
 5. **Team of Producers for Otherworld** email from Hiltz + FB feedback from community.
All agree not a one-person job - part of criteria we'll be looking for is having a team - welcome submissions TO Team of Producers (vs the Production Team) : "We would like to clarify & open up the application process: I'm on my own I want to join a team + I have a team of people & we want to lead OW Production" (**Amara to add to comms**)
 6. **New teams - Acculturation** - Tara Pancake's email - keep a list of interested people for now, or see if she's willing to GO GO GO and start the thing? **Yes! Email sent.**
 7. **Transferring information** Esha meeting Cam Saturday noon-ish to get more Google-related info. Anyone interested in joining? **Jaclyn is yes.**
 8. **Everyone updates on Oct 13 actions, plus new items:**
 - (**Jaclyn + Esha**) E-filing Annual Report (from AGM minutes + reports) and new list of Directors. **DUE OCT 30, 2017.**
 - (**Cam, Esha, Jaclyn**) Cam to transfer keys/passwords for "info info" & other accounts. Make sure those who need have access to info info account & website. **Saturday, Oct 28**
 - (**All except Amara**) Individually follow up with bank to sort out signing authority. **Nov 4th**
 - (**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) - checked with Venues team (Add Alice & Jeff, checked with Natalie - she's doing a site visit, we may reimburse travel costs) **Nov 2nd meeting in person, next Art Grants team.**
 - (**Fletcher**) Follow up with Ticketing & Membership/Co-Creators Team on their proposal. - checked in, no proposal yet. **Keep poking Jared on policy.**
 - (**Amara**) **Next comms blast** - Refurbished Otherworld call-out to TEAM of Producers, Brave New Whirled wrap up, spring event proposal in the works, link to minutes, next meeting, etc.
 - (**Esha**) Remove personal info from problematic minutes on KindleArts website **DONE**
 - (**Esha**) Create excel task/decisions list and migrate action items + decisions
 - (**Fletcher**) next for agenda
 - (**Jaclyn**) next for minutes
 - (**Jaclyn**) Reimburse Fletcher for refreshments

Next meeting: November 6, Monday 7-9pm