

Kindle Arts Society

Kindle Art Society

Board Meeting Minutes - August 7th, 2016 DRAFT

Time: 6:15pm

Location: Clamb's House

Present: Elana, Shannon, Oz, Cam B, Clamb, Dorothy (guest), Pam & Megan (OW Wrap)

Quorum met? y

Chair: Elana

Secretary: Shannon

Review of last meeting's minutes: nah

Agenda:

1. Task Debt
2. Oz' budget proposal
3. OW Experience for [name redacted]
4. OW Wrap up
5. BC Rangers

Motion to approve the Agenda: Consensus.

1. a) Town Hall: Oct 6
ByLaws Nov 5 - Marlene and Liam avail?
AGM Nov 19th
b) [Name redacted] - move to separate discussion
c) Graphics slider - deferred
2. Oz proposes that we purchase Quicken. GLC says: most regionals were using excel and google sheets and not super happy, as it is complicated way to do bookkeeping. Consensus to get the final details on the pricing of Quicken or the like. Also, Oz cannot access the treasurer email account.
3. Elana will contact our insurer. Consensus.
4. OW Wrap up.
 - A. Security: Unhappy with service from Footprints; explore other options.
 - B. Ensure next year that the Medical Transport is not taken off site (even for accidents on the road) without the approval of the Producer.
 - C. Site communication: Needs major addressing.
 - D. Wheelbarrow. They will buy a wheelbarrow and let us know.
 - E. Suggest pre-agreement with locals regarding vending (seafood etc).
 - F. In hindsight, this year with the beach not being an autonomous zone, we should have negotiated a better price for the site.

- G. Going in next year with a list of cost reduction points for services agreed upon in the contract. ie, no recycling = a reduction in total costs.
- H. Parks: follow up to see their feedback. Megan will follow up with them. See what their response is. Then follow up that email with a "What does the Special Event Process involve? How can we explore that route of process?"
- I. Megan recommends there be two Ranger Leads on site.
- J. Producer agreement recommendations from Megan: Language/Style doesn't sound like "us," and perhaps re-written. It didn't feel current or completely relevant for the current year.
- K. Board Liaison is a great position, in the future perhaps that person should not have any Lead Role on the Production Team.
- L. Clamb to be noisy re: theme camp/art installation volunteer hours
- M. Revision/clarification of [emergency] procedures: worst case scenario (informal) policy ie key players is recommended by Megan.

5. BC Rangers. The main avenue that BC Rangers update their actions is the direct feedback from Rangers themselves.

The yearly training has been met with much positive feedback from Rangers. Claire would like to see "former" Rangers return. It has been very well received that senior Rangers are present at yearly training. Frank thinks that the perception that training could be skipped by experienced Rangers undermines the efforts of BC Rangers. But, we all acknowledge that rules differ depending on the communities. General consensus from the GLC that Claire attended is that Rangers are absolutely critical to events. People have the sense of ownership to their community Rangering and being a part of those who care for the people who are their responsibility while on shift.

Two Ranger Leads at Otherworld is necessary going forward. We all need more protocol on the Lead Level. Phone conversations are insufficient. Communication in writing will be a lot clearer if everyone is literally on the same page. Consensus.

BC Ranger Training is:

- 4 hour Training is Standard Training for Regionals.
- 2 hours Refresher Training, discussion and exercises.

Ask Allan to provide us with the incident log. Frank says that they will try digital incident logs in the future. Paper logs have been a little arduous.

Budget: Budget needs are very simple. Mostly uniform and schwag and venues for training.

Victoria BC Rangers Coordinators (the main point of that position is to ask the questions, tell ppl when the training will be, run local Ranger socials, arrange locations for training) and Event Leads do not necessarily need to be the same people.

Written agreement? What BC Rangers do is no different than it ever was. If there is a written agreement and potentially no volunteers are available, BC Rangers would not want to fail on a written agreement. They cannot do more than the volunteers that step up for all us. Clamb will send Claire and Frank a drafted agreement (Board wants future Boards to understand what the relationship is between us and the BC Rangers, by having something that states how we help each other).

Actionable items:

1. Shannon will contact Marlene and Liam and see if they are available Nov 5 - **Marlene is NOT AVAILABLE November 5th. Marlene has a parliamentary and by-laws course on Oct. 16th, and will have the scoop on how to handle changes in By-Laws after that.**
2. Get Oz access to the treasurer email account.
3. Elana will call the 1-800 number
4. OW WrapUp. A lot of the things.
5. BC Rangers: Ask Allan for the incident log. Shannon will do. **Allan is on it.** Clamb will draft a letter of understanding regarding the relationship between KindleArts Board of Directors and BC Rangers.

Next meeting: Sunday, August 14, Elana's 7pm?

Adjournment.