

# Kindle Arts Society

## Kindle Art Society

### Board Meeting Minutes - Aug 17, 2105

**Time:** 1907 hrs

**Where:** Liam's place

**In attendance:** Hiltz, Cam, Natalie, Juniper, Liam

**Regrets:** Lori

**Quorum met?** Yes

**Chair:** Hiltz

**Secretary:** Cam

**Review of last meeting's minutes:** Done

#### Agenda:

1. Call-out for fall event
2. Community survey
3. Communication amongst board members
4. Ongoing requests for information from community member
5. Review of existing board policies
6. Action plan for creating protocol and policy documents
7. Decision making and the bylaws
8. Roles and responsibilities of Directors
9. Time management and productivity of the Board
10. New board member appointment
11. Board policy for external and internal communication and behaviour
12. Feedback
13. Board dysfunction
14. OW 2015 Afterburn report
15. Arts grants update

#### Approval of the Agenda

**Motion:** to approve agenda

**Motion By:** Cam

**In favour:** All

#### Special teams:

1. Venues team: no report
2. Arts grant team: Agenda item 16
3. Fire Safety Liaison: no report
4. Ranger Liaison: no report

### **Special orders and/or motions via email:**

- *Nothing via email*

### **New business:**

#### **1. Call-out for fall event**

Callout happened. Interest shown from Megan Will.

Intention event. Start 1800, workshops to 2200. Dance to 0100

Saanich fairgrounds being considered as venue.

Fire show

November 7 tentative date

Discussion. Confidence in Megan. Slight friction with venue last year. Will need to ask about running later than 0100 based on positive outcome from previous event.

**Motion:** Megan is doing it. Carried.

#### **2. Community survey**

Discussion about format of survey and number of questions. Hiltz will be handling all aspects of survey. Ongoing.

#### **3. Communication amongst board members**

Respect and professionalism

- Should go without saying, but has to be said, that we all respect each other, and that includes respecting dissent. We have to respect differing opinions. We're not always going to share the same viewpoint, and that's ok, but we do have to respect that it's ok for people to have different opinions.
- How to deal with this? Set time limits on topics? Sometimes we have to let things go, put it to vote and see what the outcome is.
- We have to welcome some people saying "I don't agree with this." or "this is really frustrating me right now."
- Want to feel safe, and be able to express differing opinions safely.
- Suggestion to use less email. Google hangouts or skype, or get together for a coffee.
- When speaking to something confidential, say that explicitly. Set the expectation that this is private, and not be shared outside the context of the board.
- Suggestion to engage in some kind of team building exercise.
  - Deferred to post-burningman.

Not speaking for the group

- Having board review outbound communications before sending them to ensure that the words represent the board and not the person sending them.
  - Request response from board members within 48 hrs with YES, NO, INFORMATION, ABSTAIN
  - Message can be sent with a majority vote.
  - Board messages should be sent by the secretary, broadcast messages by the communications director. Individual messages from board members are fine, but need to be very clear that one is speaking for oneself, not the board, unless so approved by a majority of directors..

**MOTION:** TO ADOPT ABOVE AS POLICY: carried

#### **4. Ongoing requests for information from community member**

Requests have become unreasonable and off-topic.

Nat reached out to Squish to see what help might be available from BM.

BM has a mediation group for exactly this type of situation.

Would this make things worse with the member?

It's not our responsibility to help them with their issues with BM.

We will respond to their request for information as we can, but the other issues are not ours to handle.

We will work to gather available records and meet with them over the winter so they can examine them.

We will endeavour to keep better records.

**ACTION:** Hiltz to communicate with member after everyone is back from Burningman.

#### **5. Review of existing board policies**

Do all of these still make sense?

Do we want to repeal any of these?

**ACTION:** Cam to provide information collected thus far for discussion - Ongoing

#### **6. Action plan for creating protocol and policy documents**

Discussion. No decision or outcome determined. Ongoing.

#### **7. Decision making and the bylaws**

Ties into board manual

How do we keep items live?

How do we ensure things are getting done?

Natalie proposed creating a shared action tracker spreadsheet.

## **8. Roles and responsibilities of Directors**

Descriptions in bylaws

Needs some fleshing out

**ACTION** - All board members to write to what they think their job is and present it at the next meeting.

## **9. Time management and productivity of the Board**

Suggestion from June: Rotating position of timekeeper.

Agenda comes with a time allotted for each item and someone keeps time with a clock, gives a warning, and then when time is up VOTE or MOVE ON.

Best practice from BM

**ACTION:** Cam to send BM agenda item format to board

Agree to try this at next meeting

Need to communicate agenda items before the meeting

Need to communicate more with the community about meetings

## **10. New board member appointment**

Is this a wise move right now? Agree to defer until after Burningman.

## **11. Board policy for external and internal communication and behaviour**

What are the rules?

Clarified previously - see item 3

What happens when they are broken?

Discussion: Three strikes and you're out. Strikes determined by majority vote. Missing meetings may be considered a strike.

**Tabled** to next meeting for discussion and vote

## **12. Feedback**

How to collect it? How to respond to it?

Online polls are easy. We'll see how the OW poll goes.

Think about engaging the community more frequently to take temperature and solicit guidance and direction

Another town hall?

Make that decision after we get poll results

Consider doing a presentation at the fall event

Keep an open mind when receiving and reviewing feedback

### **13. Board dysfunction**

It's a real thing. How do we deal?

Agreement that this was covered in item 3

How do we make this our top priority?

It's all about compassion. Be kind to each other.

### **14. OW 2015 Afterburn report**

Waiting for final version from Pam. Cam and Pam worked on it Sunday AM. Some reports still trickling in.

### **15. Arts grants update**

Q2 2015 cycle complete. 4 projects applied for funding. Discussion about revisiting evaluation process to make it more fair and less game-resistant. Seeing an increasing number of grant requests that appear to be 'padded' to increase their award amounts.

#### **Actionable items:**

**ACTION:** Grant team to re-visit process following Q2 grant cycle. Lori to participate.

**ACTION:** Hiltz to communicate with member after everyone is back from Burningman.

**ACTION:** Cam to provide information collected thus far about existing board policies for discussion.

**ACTION:** All board members to write to what they think their job is and present it at the next meeting.

**ACTION:** Cam to send BM agenda item format to board

**Next meeting: Sept 23, 2015 at 1900hrs at ... ? (not recorded)**

**Adjournment.**