



Kindle Arts Society

Board of Directors Meeting

Kindle Arts Society

June 03, 2019

Time: 6:30pm

Where: Jaclyn's

In attendance: Fletcher, Camille, Liam, Allister, Jaclyn

Quorum met? Y

Chair: Fletcher

Secretary: Camille

Approval of the Agenda

Motion: to approve agenda

Motion By: Fletcher

Motion: approved by all

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Agenda

Actions from last meetings

1. Review reporting template

Ongoing Items

1. Website updates
2. OW 2019 updates
3. Treasurer status
4. Liam: legacy plan 2019 AGM
5. Discrepancy in Bylaws and Constitution AGM
6. Ordering hoodies
7. Otherworld trademark
8. Kindle academy telehandler training.
9. Kindle Academy Fireworks workshop 2 June
10. Directors insurance
11. OW picnic 2nd June



Meeting Minutes

Review actions from last meetings

1. Report template is done and ready to be used.

ACTION To be reviewed by everyone **DONE**

IMBY producers are using it now. All report templates were created in google doc and producers are filling them right now

ACTION Camille figure it out how to auto generate all reports empty for event coordinators **DONE**

ACTION Camille figure out how to publish and extract all individual reports by departments

ACTION Report for Event producers should also be 3 pages max.

Events producers do not have to condense reports from Associate producers.

Need to be communicated to OW teams. Liam **TODO**

ACTION create documents for each department for OW

Ongoing Items

1. Website migration progress

Otherworld.ca is up. As well as the otherworld.ca email server.

ACTION Need to upload Board meeting Minutes to the website. **ONGOING**

Discussion about email addresses, forwarding versus native email boxes.

It could be hosted into the new wordpress server.

ACTION need to do some research about this.

Allister to put a document about the state of the emails that we own. **DONE**

Website up to date with Otherworld info

Newsletter going to be ready for June 10

2. OW 2019 Updates

- a. Ongoing

ACTION Contract with site owner status **ONGOING**

Site owner would like to upgrade insurance level.



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ACTION First aid provider gave an update about testing team. Need to verify that this team will be covered by their own insurance or by the provincial insurance.

b. Communication

ACTION Liam Tell Chris that a newsletter for OW ticket holders could be sent in the next month. **DONE** scheduled for the 10 of June

c. Subsidy tickets emails need to be forwarded to ticketing lead.

Interact payment is possible to treasurer@kindlearts.ca

ACTION Jaclyn to confirm email **DONE**

3. Treasurer status

a. GST

We sold enough tickets for OW to reach the threshold to pay GST this quarter. We need to register to CRA.

ACTION Fletcher/Jaclyn to investigate on how to do that with CRA **ONGOING**

ACTION Liam Inform Chris that he needs to update his budget with a GST line **ONGOING**

ACTION Cheryl will need to look at back taxes **ONGOING**

Liam talk to Legal, and as we are a member funded society

ACTION Liam to ask Legal to send an email about this for Cheryl

b. Society reporting

ACTION Jaclyn to ask to Cheryl to Audit our books from 2017 onward so we are up to date for CRA payments. **ONGOING**

c. Use of expensify

Team lead/producer can submit their expense directly. It can connect to Quiklet easily.

ACTION Jaclyn to talk to Chris to set this up.

4. Liam legacy update 2019

The goal is to schedule our events, newsletters and grants rounds every year to the same schedule. Plan is to present this to AGM 2019.

https://docs.google.com/document/d/1mOen6jd1GW_DPy60gtbfggRPjidTpWguI26yuXP_Uc4

ACTION Liam to socialize the idea **ONGOING**

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ACTION Organise Burners and Beers/coffee. **ONGOING**

5. Discrepancy in Bylaws and Constitution?

A possible discrepancy has been found between the society Bylaws and its Constitution.

ACTION Liam to talk to Legal to see if we need to update the Bylaws for continuity at the AGM. **ONGOING**

6. Ordering hoodies

Ordering hoodies for Team leads, directors as a recognition. Board will facilitate/order on bulk and propose a good price to whomever is interested.

ACTION Jaclyn Talk to Juniper / Talk to OW production team **DONE**

ACTION Jaclyn to prep the form for that

7. Otherworld trademark

They replied to us, we need to provide some documentation and explanation.

ACTION Fletcher to talk to Cam on how to best address this

8. Kindle academy telehandler training

Telehandler training at LakeTown Ranch did happen. It was funded by DPW budget.

9. Kindle Academy Fireworks workshop. June, 2nd

This workshop was a success, 7 people came.

10. Directors insurance

Liam got the notice to renew by 21st of June.

ACTION waiting for email from Legal to follow up with Cheryll and CRA to so we can renew the insurance

11. Volunteer appreciation picnic was a success. 46 people came.

ACTION Add the event to KindleArts facebook and website **DONE**

ACTION Camille contact Evite to clean up the email address

Next meeting: June 17th, 6pm, at Smiths pub, Courtney street