



Kindle Arts Society

Board of Directors Meeting

Kindle Arts Society

June 17, 2019

Time: 6pm

Where: Smiths

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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As this meeting is the last before OW, we focused on the items in yellow. All items not in yellow are adjourned till next meeting.	2
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Agenda

As this meeting is the last before OW, we focused on the items in **yellow**. All items not in yellow are adjourned till next meeting.

Actions from last meetings

1. Review reporting template

Ongoing Items

1. Website updates
2. OW 2019 updates
 - a. Ticket refund
 - b. BM regional status
 - c. Extend security hours?
3. Treasurer status
 - a. Expensify
4. Liam: legacy plan 2019 AGM
5. Discrepancy in Bylaws and Constitution AGM
6. Ordering hoodies
7. Otherworld trademark
8. Directors insurance
9. OW picnic 2nd June

New Business

1. Renewal of Kindle Arts society mailbox.

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Meeting Minutes

Review actions from last meetings

1. Report template is done and ready to be used.
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 Camille **TODO**

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**

Website up to date with Otherworld info **DONE**
Newsletter going to be ready for June 10 **DONE**

2. OW 2019 Updates
 - a. Ongoing
ACTION Contract with site owner status **ONGOING**
Site owner would like to upgrade insurance level to 5M **DONE**, covering fireworks if Cowichan Lake council approve it
ACTION First aid provider gave an update about the substance testing team. Need to verify that this team will be covered by their own insurance or by the provincial insurance.
 - b. Tickets cancelled
Someone got his ticket cancelled and appealed to us. We are going to reply to him and invite him for a later meeting to solve the issue
 - c. BM Regional status **DONE**

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d. Extend security hours?

OW Producers need to discuss and decide. It was solved with discussion between producers.

e. 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 **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 re-register with CRA **ONGOING**

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

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

ACTION Liam to ask Legal to send an email about checking our back-taxes for GST to Cheryl to investigate from the point of view of a member funded society.

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 about leads and producers submitting their expenses directly through expensify. **DONE** A couple of people from the production for OW team are testing it.

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 to prep the form for that **DONE** Deadline is Monday, June 17 at midnight

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. 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

Application to renew insurance has been sent. Cheryll provided the numbers needed.

9. 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 **ONGOING**

New Business

1. Renewal of Kindle Arts society mailbox.

ACTION renew it **DONE**