



# Kindle Arts Society

**Board of Directors Meeting**

**Kindle Arts Society**

Feb 04, 2019

**Time: 6:30 to 8pm**

**Where: Camille's**

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

**Quorum met?**

**Chair: Camille**

**Secretary: Fletcher**

## **Approval of the Agenda**

**Motion: To approve agenda**

**Motion By: Fletcher**

**In favour: Everyone**

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<b>Agenda</b>	<b>2</b>
<b>Meeting Minutes</b>	<b>3</b>
<b>Motions proposed in the last weeks</b>	<b>6</b>

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# Kindle Arts Society



## Agenda

1. Review Items from last meetings:
  - a. Website
  - b. OW 2019
  - c. Final report for OW 2018 - complete as is ?
  - d. Password Keyfile
2. Review of motions proposed in the last weeks
3. Comms policy draft submitted by Dee
4. Insurance update - Liam
  - a. OW 2019 drug testing harm reduction
  - b. Government program for public safety (Cindy Milner)
  - c. Allan to follow up with Megson Fitzpatrick for Kindle Academy fire spinning classes insurance
5. Templates
  - a. Reporting Template - Liam
  - b. Google doc - Reporting template
6. Scope of allowed project work for board members and event leads to ensure non-competing priorities.
  - a. Board positions and tasks
  - b. Volcor
7. Treasury Report
  - a. what is bank balance? Grants for OW 2019 - how much is available?
  - b. Bookkeeper hiring status? Have bookkeeping providers been contacted directly?
  - c. Hiring process for bookkeeper
8. Website update.
9. Otherworld update
  - a. Volcor, is it the best choice? Is KindleArts website a better possibility ?
  - b. Slack VS Basecamp, project management software. \$89 month
10. IMBY update



## Meeting Minutes

### 1) Actions from last meetings

#### a) Website

Board ok to pay servers (150\$ is what is paid now)

**ACTION** Nathan will fix art grant and minutes ASAP (in the week) **DONE**

**ACTION** Fletcher/Allister to give Nathan access to **DONE**

**ACTION** Allister to fix and coordinate with Abbey to check if ok **DONE**

**ACTION** Allister to organise a meeting with comms team to decide what does they want  
**Ongoing**

**ACTION** Jackie to find photos for Nathan and the vector file for KA logo **DONE**

#### b) OW 2019

**ACTION** Allister to create Otherworld instagram account **DONE**

**ACTION** Jackie to update email aliases for OW **Ongoing**

#### c) Final report for OW 2018

**ACTION** Liam to contact Amara to get the report from her **DONE**

**ACTION** Fletcher to polish WTF report from Esha **DONE**

#### d) Password file for KeePass

**ACTION** Jackie to coordinate with Allister Jakie will compile keyfiles **Ongoing**

### 2) Review motions proposed in the last weeks

Policy/procedure frameworks. Possibly pulled from a more standard and granular post burn report. Motion stayed for need of rewrite.

### 3) Comm policy draft submitted by Dee.

Accepted with comments from Esha.

Dee is now on the Comms team (primarily concerning Otherworld)

### 4) Insurance update - Liam

# Kindle Arts Society



- a) Milner to book Harm reduction services Province provided program.
- b) Alan to be connected to the insurance provider by Liam. to work out kindle academy yearly insurance for victoria fire dance.

## 5) Templates

- a) Liam writing test google form for reporting, making it more uniform and simpler to utilize information. And making event reporting less guess work. Rest of board to test form.

## 6) Scope of allowed project work for for board members and event leads to ensure non-competing priorities.

- a) Board members not to take on too much stuff. And not put themselves in conflicts of interest.
- b) **Volcor:** Jaclyn to look up continued subscription. Fletcher to chat with gvias and get ticketing and membership team up and running.

## 7) Treasury Report

- a) Bank balance comparable to the same time last year Grants for OW 2019 - number to come out soon but should be similar last years cycle.
- b) Bookkeeper hiring status? Several responses to call out, and several bookkeepers still to contact jaclyn and allister to send out specific callouts
- c) Camille to contact Dee so we can work on a checklist for hiring process of bookkeeper

**ACTION** Allister to find how to send out Bookkeeper proposal **DONE**

## 8) Website update.

Chris Lamb to be contacted for domain handover. Other avenues to be investigated as well.

**Motion:** to pay for domain hosting in advance for a reduced price

**Motion:** by Camille

**Motion:** Carries

## 9) Otherworld

# Kindle Arts Society



- a) basecamp program to be investigated as gvias uses it for BITF
- b) contract from site owner forthcoming

## **10) IMBY update**

- a) almost all production rolls filled and should have a event proposal and budget to present to the board for approval within the next week.

**Next meeting**

**Feb 18, 2019**



## Motions proposed in the last weeks

### 1. FOR DISCUSSION **Motion by Liam on the 14th of January, 2019**

Background: The BoD does not have the time, expertise or scope to create all the policy needed for the various aspect of the society.

Motion by Liam: Motion to create an overall policy (*"framework"?* - Allister) of DAOS, Decentralized Autonomous Organizational Structures. The various Coordinators, Producers, Team Leads and Department members will write policy specific to their area of engagement. The BoD will edit their policy contributions for approval with the Society values in mind.

All policy created, would necessarily come from the point of view of, and be in alignment with, SPARC, the Kindle Arts Society core values; Self-expression, Participation, Accountability, Responsibility, Consent.

These policy documents will stand as guidelines for conducting affairs pertinent to the production of events or other society tasks and can be modified over time by the members and with BoD final approval.

**Secunder:** Allister (*Jan 30th, 2019*)

**Motion: stayed**