



Kindle Arts Society

Board of Directors Meeting

Kindle Arts Society

Feb 18, 2019

Time: 6:30 to 8pm

Where: Jaclyn's

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

Quorum met? Y

Chair: Fletcher

Secretary: Camille

Approval of the Agenda

Motion: To approve agenda

Motion By: Liam

Motion: passes

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Agenda

1. Review Items from last meetings:
 - a. Website
 - b. Insurance
 - c. Templates
 - d. Volcor
 - e. Ticketing/membership
 - f. OW 2019
 - g. Password Keyfile
2. Bookkeeper hiring process
 - a. Have bookkeeping providers been contacted directly?
 - b. Hiring process for bookkeeper
3. Website updates
 - a. Confirm getting of URL from Nato into kindle arts possession
4. WTF financial report
5. OW 2019
6. IMBY update



Meeting Minutes

1) Actions from last meetings

a) Website needs from comms team

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

Ongoing

b) Insurance

ACTION Any update on insurance from Allan? Not yet

ACTION Any update from Milner? Not yet

c) Templates

ACTION Liam is writing some test google form for reporting to make it simpler and more uniform. It will also make it easier to utilize information from those reports, so it will be less guess work to produce an event. **Ongoing**

ACTION Rest of board to test and review this form.

d) Volcor

ACTION Jaclyn to look up continued subscription for Volcor: Waiting for Bill to give us advice on other volunteering management systems

e) Ticketing/Membership

ACTION Fletcher to chat with GVIAS and get ticketing and membership team up and running:

- Adding a note on Ticketing system that will notify buyers of a ticket that they automatically are becoming members of Kindle Arts. Though to become a member in Good standing (aka they can vote at the AGM) they need to provide x hours of volunteering.

New ACTION: Fletcher to put together a plan to track membership tracking based on our bylaws.

f) OW 2019

ACTION Jaclyn to update email aliases for OW **DONE**, Chris and Dee has access to the email account

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g) Password file for KeePass
ACTION Jaclyn to coordinate with Allister Jaclyn will compile keyfiles **DONE**

2) Bookkeeper hiring status

a) Have bookkeeping providers been contacted directly?
Several responses to the call-out, and several bookkeepers still to contact Jaclyn and Allister to send out specific callouts

ACTION Allister Jaclyn to contact Accounting companies that we got referred to
Ongoing

b) Hiring process for bookkeeper
ACTION Camille to contact Dee so we can work on a checklist for hiring process of bookkeeper **DONE**, need to reply

ACTION Allister Jaclyn to review replies next week

3) Website updates

ACTION Chris Lamb to be contacted for domain. Contacted and sorted.

ACTION Allister to phone Nato

4) WTF financial report

Liam sent financial reports to Edd. The board recommends for future events that the production team that applied to the BM regional status is the one that provide the financial status to the Regional contacts.

ACTION update template for event reports with the above recommendation

5) Otherworld update

a) Basecamp program to be investigated as GVIAS uses it for BITF.
Investigated by Chris and it seems that it will be too much to implement for our size.
OW2019 team will move forward with Slack and potentially Volcor.

b) Contract from site owner forthcoming. Lake Town Ranch owner is away for now. **Ongoing**

c) OW meeting. Volunteer coordinator is found, all Associate Producers position got filled.

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6) IMBY update

- a) Event proposal and budget to present to the board for approval within the next week.

ACTION Camille to send event proposal form to Megan

Next meeting: March, 4th, 2019 at 6:30 at Liam's