



# Kindle Arts Society

**Board of Directors Meeting**

**Kindle Arts Society**

Mar 04, 2019

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

**Where: Liam's**

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

**Quorum met? Yes**

**Chair: Fletcher**

**Secretary: Allister**

## **Approval of the Agenda**

**Motion: To approve agenda**

**Motion By: Fletcher**

**Motion: carries**

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<b>Agenda</b>	<b>2</b>
<b>Meeting Minutes</b>	<b>3</b>

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# Kindle Arts Society



## Agenda

1. Review Items from last meetings:
  - a. Website
  - b. Insurance
  - c. Templates
  - d. Volcor
  - e. Ticketing/membership
  - f. OW 2019
  - g. IMBY
  - h. Password Keyfile
2. Bookkeeper hiring process status
3. Treasurer update
4. OW 2019
  - a. Membership count
5. Arts grants update
6. IMBY
7. GVIAS video conference



## Meeting Minutes

### 1) Actions from last meetings

#### a) Website

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

- Allister built and published a priority list spreadsheet. The spreadsheet has the desired feature or function of the website, and where each member of the comms team would place that priority (1-X) based on what is in that list.

#### Website migration progress

- Website structure in place with new templates on alternate server.
- Nathan ready to port by end of week
- Order of things
  - Migrate current data to staging @ current staging server
  - Migrate staging to siteground
  - Move domains to namecheap
  - Point domains to siteground

#### b) Insurance

**ACTION** Any update on insurance from Allan **DONE**

- Allan has sorted it out and acquired personal insurance for events. Contract details to follow once they have been finalized.

**ACTION** Any update from first aid provider **UPDATED**

- In touch with government team that provides drug testing (to cover off insurance/liability)

#### c) Templates

**ACTION ONGOING** 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.

# Kindle Arts Society



- Forms placed in format so that they can be displayed/printed/used in a common format

**ACTION** Rest of board to test and review this form.

- Board approves

**ACTION** Liam to update template for event reports

- Make it to digital form
- Add contract details

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

- Update from Bill Fosdick is Volcor acceptable for our current needs with recommendation to keep as it can hold up to 1000 volunteers.
  - Level 3 Volcor subscription (1000 members)

**ACTION** clarification on whether we are paying for volunteers or subscribers

- Depends on number of unique people (email addresses) in the system
  - I.e. one person could perform any number of functions but counts as only one subscriber in the system

**ACTION** link member volunteers to volcor through kindlearts.ca

**Recommended ACTION:** link to volcor through facebook site

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

- Membership already laid out in bylaws in a manner such that
  - We can add a note on Ticketing system that will notify buyers of a ticket that they automatically are becoming members of Kindle Arts.
  - To become a member in Good standing (aka they can vote at the AGM) they need to provide x hours of volunteering.

**ACTION** Fletcher to talk with Bill F. and perhaps Chris M. to coordinate volunteer lists

**ACTION** Liam to speak with legal to ensure we are following societies act and our charter guidelines

**ACTION** Camille to send event proposal form to Megan **DONE**

## 2) Bookkeeper hiring process status

# Kindle Arts Society



a) Several responses to the call-out, and several bookkeepers still to contact Jaclyn and Allister to send out specific callouts

**ACTION Ongoing** Jaclyn and Allister to follow professional accounting companies already contacted as we got few responses from those companies

- Liam contacted Smolski, Levinson, and one other - no response
- Jaclyn spoke with one other candidate who was unsuitable.

**ACTION** Allister Jaclyn to review replies next week **DONE**

### 3) Treasury updates

- Jaclyn and Allister to set up interviews with 2 candidates

### 4) OW2019

a) Membership counts

**ACTION** Fletcher to get counts from AGM, fall event, and Volcor

b) Tickets sale open

**Sidenote** ticketing system - Ticketing and art grant funding have been linked such that the tickets are available as directed tickets once art grants have been awarded (round 2). (Round 3 is public ticket sales).

c) Contract from site owner forthcoming. LakeTown Ranch owner is away.

**Ongoing**

### 5) Art Grants

a) The board has been made aware that there is now only one round of spring funding. (We thought it was two)

**ACTION** Jaclyn to speak with grants committee about their intentions

### 6) IMBY

a) Event proposal and budget to present to the board for approval

b) Event budget of \$4500.

**ACTION** Fletcher - find out what the status is of conversation re grants from the city.

**ACTION** - Fletcher: Can IMBY do some of its own fundraising?

c) Discussion around how IMBY budget may expose us to more cost through art grants

d) Discussion around IMBY fundraising by IMBY for IMBY producers. All

# Kindle Arts Society



IMBY funds stay with IMBY - Kindle Arts cannot take on public money in any form.

- e) Liam: pointing out that Kindle Arts has a mandate for events to break even at a minimum and are expected to generate 30% above that.

Cash flow for financing events may be a concern when an event does not generate income. Going forward there is need to consider enlarging other events to make up for this discrepancy.

**Motion** for funding IMBY put forward by Allister, seconded Fletcher, passed.

## 7) GVIAS teleconference

a) Fletcher to contact Monica regarding GVIAS meeting on 14th March  
Directors to meet in one location (Allisters 6:30 - Location change due to Allister attending North West Leadership summit) to ease use of google hangouts

**Next meeting: March, 14th, 2019 at 7pm at**

**Meeting complete 8:44PM**