



# Kindle Arts Society

**Board of Directors Meeting**

**Kindle Arts Society**

April 8, 2019

**Time: 6:30**

**Where: Allister's**

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

**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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# Kindle Arts Society



## Agenda

### Actions from last meetings

1. Tickets and membership / Update Societies act.  
Liam to speak with legal to ensure we are following societies act and our charter guidelines
2. Volcor
3. Financial

### Ongoing Items

1. Website update.
  - a. We've updated the website!
  - b. How to fix it? What is the plan?
2. IMBY updates
3. OW 2019 updates
  - a. comm plan and comm producer
4. Treasury update
5. Board organization
  - a. Signing checks
  - b. Using slack
  - c. Team and co-lead for each team
6. Grant committee meeting at 7:30

### New Business

1. Interacting with the community. How do we assist community leaders in engaging in positive ways that don't alienate community members?
2. Conduct committee: Actual and previous
3. Allister to share experience at the conference in Seattle



## Meeting Minutes

### Review actions from last meetings

1. Ticketing/membership - Update Societies act.

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

Liam spoke with legal to ensure we are following societies act and our charter guidelines.

Public Donation is different than members buying tickets.

Members Donations are ok to fund the society.

City grants or other public grants are limited to fund the society.

As a result, we do not need to hold an AGM before OW to clarify our status.

We are and have been operating within the parameters of a member funded society.

**ACTION** to share this with the community in the next newsletter. Allister to make this happen.

2. Volcor

**ACTION** Camille sending Volcor tutorial to OW team and to everyone on Slack **DONE**

3. Financial - review cost and flow of cash for the next months

**ACTION** write a good paragraph to explain the financial needs of the society. All to review before publishing the minutes.

### Ongoing Items

1. Website migration progress
  - a. We have updated the website!

**ACTION** website migration is **DONE**

KindleArts.ca is functioning but Otherworld.ca is not ready yet

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Allister would like to implement some security in the system to assure that people can only edit what they should

b. What is the plan?

**ACTION** Pictures, theme, blog **ONGOING**

**ACTION** give access to people when they need to what they need

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

2. IMBY Updates

Insurance has been sent.

3. OW 2019 Updates

a. Ongoing

Effigy meeting happened, one design was chosen.

**ACTION** Contract with site owner status update **ONGOING**

**ACTION** Any update from first aid provider. Will wait from Government and Cindy Milner update **ONGOING**

b. Communication

Use the website to publish blog posts. Utilize the comm team.

**ACTION** Contact Amara and comm team

4. Treasurer status

a. Bookkeeper Hiring process

**ACTION** Jaclyn will come back to Cheryl with some questions and will check her references. **DONE**

Cheryl is going to be hired.

**ACTION** Get a contract with her. Onboarding of Cheryl is on going

b. Paypal

Ashes and Jaclyn are updating the paypal permissions.

5. Board organization

a. Signing checks

Hand writing cheques will no longer happen when the new bookkeeper sets up

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computer generated printing program.

b. Using slack

Need to use Slack more. Use thread under each conversation.

c. Team and co-lead for each team

Reinforcing the link between lead, co-lead and each team

Teams are:

- Academy
- Grants team
- Membership
- Communication
- Legal
- Outreach

6. Meeting with Grant team

**ACTION** Jaclyn to send amounts for Grants **DONE**

**ACTION** Board meeting with the grants team to discuss this. **DONE**

Grants Jury met last week, 39 applications approved (review the numbers)

Emails are sent this week. Cheque's are going to be sent this week. people are going to reply to the email sent by the grant committee.

For the first round the total ask was \$33,850 for IMBY and Otherworld combined.

\$23,000 is approved for this round which is 70% of the ask. A suggestion has been made to do a potential second round of up to \$5,000 as the community expects there to be another cycle of funding closer to Otherworld.

The grant committee gave some recommendations to the board:

Another Grants round could be in the plan as members might have missed the first round. However it might be a stretch for the society budget.

Discussion about opening another round of Grants if funds are still available and depending on the plan for the year coming.

A possible \$30,000 in grants is likely to over stretch the reserve funds for next year. We may make it up in increased ticket sales for Otherworld and also possibly with a fall event that generates revenue. Chris is also working on a revised version of the Otherworld budget as he gets the current figures from the vendors and looking into trimming costs wherever possible.

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**Motion:** To accept the Grants team suggestion to consider the funding round for spring and summer as completed and not to have a second round. Grants team are not willing to be responsible for over spending the budget with a second round of grants.

Motion by Liam

Motion seconded by Alister.

Approved by Jacklyn and Camille.

**ACTION** Liam to contact Grant committee and to write up a communication about this that can be sent to Amara.

## **New Business**

1. Interacting with the community. How do we assist community leaders in engaging in positive ways that don't alienate community members?
2. Conduct committee Actual and previous  
Jaclyn is working with Tanille to define how to work a process for the conduct committee.  
Previously the conduct committee formed itself when needed.
3. Allister to share experience at the conference in Seattle  
Reported to the next meeting

**Next meeting: April 22nd, 6:30**