



Kindle Arts Society

Board of Directors Meeting

Kindle Arts Society

May 07, 2019

Time: 6pm

Where: Fletcher's

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

Agenda	2
Meeting Minutes	3

Kindle Arts Society



Agenda

Actions from last meetings

1. Newsletter update
2. Financial
3. Grant Team

Ongoing Items

1. Website updates
2. IMBY updates
3. OW 2019 updates
4. Treasurer status
5. Liam: legacy plan 2019

New Business

1. Fletcher: Society reporting
2. Fletcher: Discrepancy in Bylaws and Constitution



Meeting Minutes

Review actions from last meetings

1. Newsletter update

ACTION plan for the end of the month. Ongoing.
Allister is working with Com team to gather content.
News letter went out on April, 30, 2019 **DONE**

2. Financial

ACTION write a good paragraph to explain the financial needs of the society.
All to review before publishing the minutes.
Liam to add this to how Grants are working for newsletter.
Approved and added to the newsletter. **DONE**

3. Grant team

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

4. Report template is done and ready to be used.

ACTION To be reviewed by everyone

Ongoing Items

1. Website migration progress

Otherworld.ca is up. As well as the otherworld.ca email server.

ACTION Pictures, theme **DONE** Newsletter will allow us to release info to our members on a regular basis **DONE**

ACTION Give access to people when they need to do what they need to do. **ONGOING**

ACTION Need to upload Board meeting Minutes to the website. **ONGOING**

ACTION Allister to organise a meeting with comms team to decide what do they want.
Team is communicating on a regular basis to update the site **DONE**

Discussion about email addresses, forwarding versus native email boxes.
It could be hosted into the new wordpress server.



Kindle Arts Society

ACTION need to do some research about this.

Allister to put a document about the state of the emails that we own. **ONGOING**

2. IMBY Updates

Event was successful. Team is going to send reports using the new template.

Applied for a grant to the city to cover the rental costs from the city (\$1,600) Waiting for confirmation from the city. This needs to be included in the IMBY report.

3. OW 2019 Updates

a. Ongoing

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. We are using the newsletter for this purpose

DONE

c. Consent team

Jaclyn will kick-off this in the next weeks.

d. Map

Site visit planned on the 25th

We go all the GIS data to produce a map.

4. Treasurer status

a. Bookkeeper Hiring process

Cheryl is onboarded, she is great!

ACTION Get a contract with Cheryl. **DONE**

ACTION Onboarding of Cheryl is on going. **DONE**

b. 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 do that with CRA

ACTION Liam Inform Chris that he needs to update his budget with a GST line.

ACTION Cheryl will need to look at back taxes

Kindle Arts Society



c. Paypal

Paypal updated.

5. 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_DPy60gtbfggRPjidTpWgul26yuXP_Uc4

ACTION Liam to socialize the idea ONGOING

ACTION Fletcher to organise Burners and Beers.

Camille to organize burners and coffee in May

New Business

1. Fletcher: Society reporting

ACTION Jaclyn to ask to Cheryl to Audit our books from 2017 onward so we are up to date for CRA payments.

2. Fletcher: 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.

Next meeting: 20th May, 6pm, at Camille's