



Kindle Arts Society

Board of Directors Meeting

Kindle Arts Society

May 20, 2019

Time: 6pm

Where: Camille'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

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Agenda

Actions from last meeting

1. Everyone to review reporting template

Ongoing Items

1. Website updates
2. IMBY updates
3. OW 2019 updates
4. Treasurer status
5. Liam: legacy plan 2019 AGM
6. Discrepancy in Bylaws and Constitution AGM

New Business

1. Ordering hoodies
2. BC Regional flag
3. Otherworld trademark
4. Kindle academy telehandler training.
5. Kindle Academy Fireworks workshop 2 June
6. Directors insurance
7. OW picnic 2nd June



Meeting Minutes

Review actions from last meetings

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

ACTION To be reviewed by everyone **DONE**

IMBY producers are using it now. All report templates were created in google doc and producers are filling them right now

ACTION Camille figure it out how to auto generate all reports empty for event coordinators by

ACTION Camille figure out how to publish and extract all individual reports by departments

ACTION Report for Event producers should also be 3 pages max.

Events producers do not have to condense reports from Associate producers. Need to be communicated to OW teams

Ongoing Items

1. Website migration progress

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

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

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

Discussion about email addresses, forwarding versus native email boxes.

It could be hosted into the new wordpress server.

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. Report is going to be sent by the end of the month.

Applied for a grant to the city to cover the rental costs from the city (\$1,600). The city confirmed that we got the grant, it means that they will not charge us for any rentals through them. This needs to be included in the IMBY report.

Details of the FIG grant

Cash Grant - \$1,000

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In-Kind City Services up to – \$600



3. OW 2019 Updates

a. Ongoing

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

ACTION First aid provider gave an update about testing team. Need to verify that this team will be covered by their own insurance or by the provincial insurance.

b. Meeting on Sunday

Discussion about the telehandler training

c. Communication

ACTION Liam Tell Chris that a newsletter for OW ticket holders could be sent in the next month.

d. Subsidy tickets emails need to be forwarded to ticketing lead.

Interact payment is possible to treasurer@kindlearts.ca

ACTION Jaclyn to confirm email

4. Treasurer status

a. 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 **ONGOING**

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

ACTION Cheryl will need to look at back taxes **ONGOING**

b. Society reporting

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

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_DPy60gtbfggRPjidTpWguI26yuXP_Uc4



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ACTION Liam to socialize the idea **ONGOING**

ACTION Fletcher to organise Burners and Beers.

Camille to organize Burners and coffee in May. **ONGOING**

6. 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. **ONGOING**

New Business

1. Ordering hoodies

Ordering hoodies for Team leads, directors as a recognition. Board will facilitate/order on bulk and propose a good price to whomever is interested.

ACTION Jaclyn Talk to Juniper / Talk to OW production team

2. BC regional flag by Ryan

ACTION Needs to apply for art grants

3. Otherworld trademark

ACTION Fletcher to follow up with Cam how to dispute the revocation

4. Kindle academy telehandler training

Telehandler training at LakeTown Ranch

- Nominal fee set to \$60
- Kindle arts covers \$100
- Trainees must sign up for telehandler shifts before, during, or after the Otherworld

ACTION dpw leads to create a schedule for the telehandler shift (Liam to relate to DPW)

5. Kindle Academy Fireworks workshop 2 June

This workshop is approved and is being run by Cam again this year.

6. Directors insurance

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Liam got the notice to renew by 21st of June.



7. Burner and picnic - volunteer appreciation is going to be re-addressed as
Volunteers Appreciation picnic.

ACTION Add the event to KindleArts facebook and website

Next meeting: June 3rd, 6:30 pm, at Jaclyn's