



Kindle Arts Society

Board of Directors Meeting

Kindle Arts Society

July 30, 2019

Time: 630pm

Where: Jaclyn's

In attendance: Fletcher, Liam, Jaclyn, Allister-(video)

Quorum met? Y

Chair: Fletcher

Secretary: Liam

Guest: Heather Conquergood

Presenting communications protocol plan

Approval of the Agenda

Motion: to approve agenda

Motion By: Fletcher

Motion: approved by all

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Agenda

Actions from last meetings

1. Events' Reports
2. Hoodies
3. Directors' insurance
4. Mailbox renewal
5. Cleaning Mailing list
6. Help with communication team

Ongoing Items

1. Website updates
2. OW 2019 updates
 - a. Ongoing
 - b. Ticket refund
 - c. Reports/Census
3. Treasurer status
 - a. GST
 - b. Society Reporting
 - c. Expensify
4. Discrepancy in Bylaws and Constitution AGM
5. Otherworld trademark
6. AGM

New Business

1. Fall event
2. Board guidelines, Heather Conquergood to be at meeting.



Meeting Minutes

Review actions from last meetings

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

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

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. **DONE**

ACTION create documents for each department for OW Camille **DONE**

2. 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.

STATUS Jaclyn is still waiting for some payments **ONGOING**

3. Directors insurance

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

ACTION waiting for email from Legal to follow up with Cheryll and CRA to so we can renew the insurance **DONE**

Completed Application to renew insurance has been sent. Cheryll provided the numbers needed. **DONE**

ACTION Camille to add the renewal time in the calendar for Directors

ACTION Liam to change email attached to the directors insurance to directors or treasurer

4. Renewal of Kindle Arts society mailbox.

ACTION renew for 6 months **DONE**

ACTION add date of renewal in calendar (end of the year)

5. Clean up Evite mailing list (in relation of the volunteer appreciation picnic)

ACTION Camille contact Evite to clean up the email address **ONGOING**

6. Communication assistance



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Comm expert wants to help set alignment for a future course. We still need hands to do the work.

ACTION Allister to reply to her and meet with.

Ongoing Items

1. Website migration progress

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

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

2. OW 2019 Updates

a. Ongoing

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

Update The substance testing team was a university team that had their own insurance.

b. Reports/Census

Otherworld was successful. No major incident, no major medical, reports to come soon.

3. Treasurer status

a. Otherworld receipts and payments are processed as they arrived.

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 re-register with CRA **ONGOING**

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

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

ACTION Liam to ask Legal to send an email about checking our back-taxes for GST to Cheryl to investigate from the point of view of a member funded society. Our events are our fundraisers, so it leads to a distinction when calculating our threshold. **ONHOLD** till Cheryl gives us our results after OW (mid August)

c. Society reporting

ACTION Jaclyn to ask to Cheryl to Audit our books from 2017 onward so we are up to

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date for CRA payments. **ONGOING**



d. Use of expensify

Team lead/producer can submit their expense directly. This was explored by a few Co-Producers and found to be too many steps. It can connect to Quiklet easily.

ACTION Jaclyn to talk to Chris about leads and producers submitting their expenses directly through expensify. **DONE** A couple of people from the production for OW team are testing it.

Suggestion for next year is not to use expensify and to give a preloaded credit card to Producer and Co-Producers. It will be the easiest way to link everything to our ledger as we receive an accounting from each card.

4. 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**

5. Otherworld trademark

They replied to us, we need to provide some documentation and explanation.

ACTION Fletcher to talk to Cam on how to best address this **ONGOING**

6. AGM

a. Liam legacy update 2019

The goal is to Plan is to present this to AGM 2019.

https://docs.google.com/document/d/1mOen6jd1GW_DPy60gtbfggRPjidTpWguI26yuXP_Uc

ACTION Liam to socialize the idea of scheduling our events, newsletters and grants rounds every year to the same times. **ONGOING**

ACTION Organise Burners and Beers/coffee. **ONGOING**

b. Planning

We would like to send Agenda in advance to participants. They could contact us to submit more to the agenda too (Fletcher)

ACTION define a date in August so we can start planning with 2 months ahead. (we are legally mandated to give a month's notice to our members) **DONE**

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Date is defined: 26th of October



ACTION by the 26th August: Fletcher to have mailing list of membership, send out notice of AGM

ACTION Find a venue: Library, Oddfellows, other ?

New Business

7. Fall Event

We need to pull out a call out. (There has been in-official expression of interest from one previous producer)

ACTION update the form

ACTION website/email/communication to be posted by the 2nd of August

ACTION Camille/Allister to organise a meeting with Amara to learn how to mailchimp

8. Guidelines for communications practices for BoD and Producers (Heather Conquergood)

There is a directors document (2017) already but it does not seem to be in practice, suggest re-write.

Proposal: write draft for Directors policy with she is envisioning the guidelines to include Process - reaching out to the other communities and key Victoria community member

ACTION: Liam to get permission to Heather for the Drive.

Next meeting: 13 August at Allister's 6:30pm