



Kindle Arts Society

Board of Directors Meeting

Kindle Arts Society

August 13, 2019

Time: 6:30pm

Where: Allister's

In attendance: Liam, Jaclyn, Allister, Camille

Quorum met? Y

Chair: Liam

Secretary: Camille

Approval of the Agenda

Motion: to approve agenda

Motion By: Liam

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
3. Fall event
4. Treasurer status
 - a. GST
 - b. Society Reporting
5. AGM
 - a. Planning
 - b. Legacy plan
 - c. Discrepancy in Bylaws and Constitution AGM
6. Otherworld trademark

New Business

1. Practice Guidelines
2. Mediation process

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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**

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 **DONE**

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

4. Renewal of Kindle Arts society mailbox.

ACTION renew for 6 months **DONE**

ACTION add date of renewal in calendar (30 of October) **DONE**

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

Comm expert, Anne-Sophie wants to help set alignment for a future course.

Also start collaboration with Lindsey E., who has volunteered to lead up the comms team. Thanks Lyndsey!

ACTION Allister to reply and meet with once having spoken with Lyndsey **ONGOING**

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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. Outstanding items are invoices from LakeTown ranch for the extra costs

ACTION Liam and Chris to meet Greg to close the financial aspect with LakeTown Ranch

3. Fall Event

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

ACTION Camille to organise a meeting with Amara to learn how to mailchimp
ONGOING

First call out posted on 2nd August, callout to producers and Co-Producers for fall event.

Deadline to proposal the 25th of August.

ACTION Camille update the form to make it simpler

ACTION Facebook/email/communication using the form to attract leads

ACTION Reply to Malcom

4. 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 may need to register to CRA for GST payments.

ACTION Fletcher/Jaclyn to investigate on how to re-register with CRA **ONGOING**

ACTION Liam to inform Chris that he may need 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



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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 date for CRA payments. **ONGOING**

5. AGM

a. 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** October 26th Saturday

ACTION Fletcher to send a mailout before the end of August to advertise the AGM Venue: Library, Oddfellows, other ?

b. Liam legacy update 2019

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

https://docs.google.com/document/d/1mOen6jd1GW_DPy60gtbfggRPjidTpWgul26yuXP_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**

c. Discrepancy in Bylaws and Constitution?

A possible discrepancy has been suggested by Edd 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**

6. 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**

New Business



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1. 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.

Process - reaching out to the other communities and key Victoria community member

Proposal: write draft for Directors policy.

ACTION Liam to give permission to Heather for the Drive **DONE**

ACTION Meet together before AGM to clean up policy folders **29th August at 7pm** at Allister's

2. Mediation process

We contacted Tanille, Lisa and Jeff and we need to wait for their replies before addressing the situation.

Next meeting: August 27th 6:30 at Camille's