



# Kindle Arts Society

**Board of Directors Meeting**

**Kindle Arts Society**

Sep 03, 2019

**Time: 6:30pm**

**Where: Camille's**

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

**Quorum met? Y**

**Chair: Fletcher**

**Secretary: Camille**

## **Approval of the Agenda**

**Motion: to approve agenda**

**Motion By: Fletcher Chair**

**Motion: approved by all**

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# Kindle Arts Society



## Agenda

### Actions from last meetings

1. Events' Reports
2. Hoodies order submitted
3. Director's insurance
4. Cleaning list of emails
5. 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
7. Practice Guidelines
8. Mediation process

### New Business

1. Honorarium
2. Fall Grants

# Kindle Arts Society



## Meeting Minutes

### Review actions from last meetings

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

**ACTION** Camille to 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 has placed the order **ONGOING**

3. Directors' insurance

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

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

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

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

5. Communication assistance

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

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

**ACTION** Allister to reply to Anne-Sophie and meet with once having spoken with Lyndsey **DONE** will contact them again them after school has started.

### Ongoing Items

1. Website Is stable. Minutes still need posting. Lindsay and Anne-sophie to be consulted to improve content.

2. OW 2019 Updates

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



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**ACTION** Liam to meet Greg to close the financial aspect with LakeTown Ranch. **DONE**  
Meeting happened on the week of the 26 August. The extra cost is going to be \$3000  
(taxes included)

One of the areas (Nyx) is going to be developed to be a RV rentals. This area is not  
going to be rented to others when our event will happen.

## 3. Fall Event

Call out has been done and closed on the 25th of August.

Jaclyn and Camille have stepped up to organize a small event for the fall in  
October/November

**ACTION** Contact Malcom about him helping

**NOTE** A meeting will be called for once a venue/date is secured

## 4. Treasurer status

a. Otherworld receipts and payments are processed as they arrived. **STILL  
ONGOING**

### b. Year wrapping

Cheryll has reached out to perform the year closure. Jaclyn and her are working  
on the following items:

- GST: We sold enough tickets for OW to reach the threshold to pay GST this  
quarter. We need to register to CRA.
- Society reporting: need to happen before January 2020

## 5. AGM

### a. Membership

The membership list has been updated from Otherworld and IMBY events, (from  
Volcor and ticket lists)

Email has been sent to identified members to invite them to the AGM

Email has been sent to inquire for their volunteers hours if they think they have not been  
accounted for.

### b. Planning

Date is fixed: October 26th Saturday

**ACTION** Fletcher to send a mailout to advertise the AGM **DONE**

**ACTION** Book a venue likely at the library, Oddfellows, other?

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## c. Liam legacy update 2019

The goal is to present this to AGM 2019.

[https://docs.google.com/document/d/1mOen6jd1GW\\_DPy60gtbfggRPjidTpWgul26yuXP\\_Uc](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 beginning of October. **ONGOING**

## d. Insurance

**NOTE** From discussion about insurance for producers and directors, a simple way to protect better event producer, they will be appointed board directors. We need to research on how to update the bylaws. Possibility to include non-voting directors.

## e. Discrepancy in Bylaws and Constitution

A possible discrepancy has been found between the society Bylaws and its Constitution.

## 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**

## 7. 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** Meet together before AGM to clean up policy folders **5 September at 5:30pm** at Allister's

## 8. Mediation process - Ticket cancelled at Otherworld

Discussion about Producer's tickets policy. Ongoing.

## New Business

### 1. One-time Honorarium



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**Motion by Liam:** Give a one-time honorarium of \$2000 to Chris Marks in recognition of his hard work and to encourage financial accessibility

**Seconded by** Fletcher

**All in favour**

Chris has spearheaded and made significant improvements to Otherworld in the last 2 years, including, but not limited to the following areas: accessibility and inclusivity with removal of mobility and financial barriers, creation of Empowerment Camp as a resource at the event and securing a new site for the next 10 years

## 2. Fall Grants

Grant team contacted us to launch a fall grant round on September 13th. The amount allocated for this round will be \$4000.

**Next meeting: September 17th, 6:30 at Fletcher's**