



Kindle Arts Society

Board of Directors Meeting

Kindle Arts Society

Sep 17, 2019

Time: 6:30pm

Where: Fletcher's

In attendance: Liam, 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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Agenda

Actions from last meetings

1. Events' Reports
2. Director's insurance
3. Cleaning list of emails
4. Help with communication team

Ongoing Items

1. Website updates
2. OW 2019 updates
3. OW 2020
4. Fall event
5. Treasurer status
 - a. GST
 - b. Society Reporting
6. AGM
 - a. Planning
 - b. Legacy plan
 - c. Discrepancy in Bylaws and Constitution AGM
7. Otherworld trademark
8. Practice Guidelines
9. Mediation process

New Business

1. Mailchimp

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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. Directors' insurance

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

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

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

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

4. Communication assistance

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

To collaborate 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

ACTION Liam setup a meeting with Chris

ACTION Liam to put the contract into shared folder

3. OW 2020

We received a proposal for a OW Producer.



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It does raise questions as we don't have a process yet to build a team following the production structure we wish to have.

We are going to revisit the selection process for the next meeting.

4. 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 decomp in October/November

ACTION Contact Malcom about him helping **DONE**

ACTION 13 people replied to the call-out for team leads

Meeting will happen on the 27th of September

5. 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

6. 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.

ACTION add extra people to list

ACTION check who is in the 2 mailing lists

ACTION add a comm on Facebook to remind people to fill the membership form

b. Planning

Date is fixed: October 26th Saturday

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ACTION Book a venue. Library has been booked unfortunately. Other options:
Oddfellows, Intrepid

c. Liam legacy update 2019

The goal 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 mid of October. **ONGOING**

d. Insurance

NOTE From discussion about insurance for producers and directors, a simple way to protect the event producer from a liability claim after the fact, they could be appointed to the board of directors. We would need to update the bylaws to include up to three more directors and possibly appoint them as non-voting directors to avoid any conflict of interest.

e. Discrepancy in Bylaws and Constitution

Edd Macdonald thinks he has found a possible discrepancy between the society Bylaws and its Constitution and wants to address this at the AGM.

7. 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**

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.

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

9. Mediation process - Ticket cancelled at Otherworld

a. Discussion about Producer's tickets policy:

Main guidelines suggested by Jeff Young:



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- People should not be expelled by one single director/producer
- Except emergency, like 2 exceptions (carrying weapon, active physical assault)
- if need to be expelled, for non-emergency reasons, need 2 directors/producers (+ legal if possible for advice + Rangers for rangers)
- Prod/Directors/Rangers need to talk to the persons involved separately
- If there is any ambiguity, need to find ways to separate the parties spatially so the prod/directors/ranger can investigate and sort it out.

b. Production agreement

Jeff will review from legal perspective.

ACTION: Liam to forward revised agreement with Chris to Jeff.

New Business

1. Mailchimp

Mailchimp emailing account getting full and we only have one user. Investigate options:

- a. \$150 = 5000 credits (1 credit = 1 mail to 1 user)
- b. Currently at 1800 of 2000 users.
- c. \$29.95US/mo. (~\$40 CAD) = 2500 users and 25000 sends/yr. (10 sends if full list = US\$360 a year (480 CAD))
- d. It comes down to how many mails we are going to send/yr.

ACTION more research to come

Next meeting: October 1st, 6:30 at Camille's