



Kindle Arts Society

Board of Directors Meeting

Kindle Arts Society

October 01, 2019

Time: 6:30pm

Where: Camille's

In attendance: Camille, Fletcher, Jaclyn, Allister (on the phone)

Regrets: Liam is out of the country.

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

Ongoing Items

1. Communication team
 - a. New team
 - b. Mailchimp
 - c. Website
 - d. Minutes on website
 - e. Events reports
2. OW 2019 updates
3. OW 2020
4. Fall event
5. Treasurer status
 - a. GST
 - b. Society Reporting
 - c. Knowledge Transfer
6. AGM
 - a. Membership
 - b. Planning
 - c. Legacy plan
 - d. Directors and producers insurance
 - e. Discrepancy in Bylaws and Constitution AGM
7. Otherworld trademark
8. Evite and Kindle Arts emails list
9. Practice Guidelines
10. Mediation process

New Business

1. Spring Event

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Meeting Minutes

Review actions from last meetings

Ongoing Items

1. Communication team

a. New team

Comm expert, Anne-Sophie wants to help set alignment for a future course **ONGOING**
Collaborate with Lindsey E., who has volunteered to lead up the comms team. Thanks Lyndsey! **ONGOING**

b. Mailchimp

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

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

ACTION Once Lyndsey is onboard, we will need new mailchimp accounts.

d. Website is stable. Lindsay and Anne-sophie to be consulted to improve content.

e. Minutes still need posting. **ONGOING** Camille

f. Event Reports, how to publish them in the website

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

2. OW 2019 Updates

ACTION Liam setup a meeting with Chris.

Suggestion: combine final BoD meeting with dinner and have wrap up report with Chris there. Oct 15 2019 for final meeting and OW wrap up/ dinner

Propose Oct 14 2019 for Board agm discussion.

ACTION Liam to put the contract into shared folder. (Chris). Get Jeff to review for legal. **ONGOING**

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3. OW 2020

We received a proposal for a OW Producer. (No call out was issued)

Discussion about the call out and selection process for new events.

Other model is to have an ongoing Production team from the past two years where Producers and teams have been established. In this model, the team continue from year to year with the same members, adding and subtracting participants from year to year, but the core group carries forward, similar to Burning Man.

Discussion about having the production team running smoother, more efficiently and growing in competences and size.

4. Fall Event

Meeting happened on the 27th of September. Production team is assembling.

Event is going to be at The Edelweiss Club on the 23rd of November.

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. She and Jaclyn are working on the following items:

- Society reporting: need to happen before January 2020
- Inquiry into GST: Liam in conversation with Cheryl.
- We sold enough tickets for OW to reach the standard threshold to pay GST this quarter . Do we need to register to CRA? No we don't.
- Cheryl found this document which indicates that Kindlearts is exempt due to the nature of our volunteers participation at our fundraisers events. We are in compliance therefore reducing the complexity of our financial reporting.

The society may also be able to reclaim the GST that we spend for event infrastructure, this will be addressed for next year in the event accounting.



← → ↻ 🏠 <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4081/gst-hst-information-...> 📄 ⋮ 🛡️ ☆ 📄 📄 📄 📄 📄

Exemptions for non-profit organizations

The GST/HST applies to most property and services that non-profit organizations supply. However, certain supplies may be **exempt** when they are made under specific conditions. This section explains the exemptions that apply to non-profit organizations.

Admissions

Admissions to places of amusement, such as museums, recreational complexes, theatres, and wild life parks are exempt if the **maximum amount** charged is \$1 or less.

Admissions to be a spectator of a performance, athletic, or competitive event are also exempt where 90% or more of the performers, athletes, or competitors are not paid directly or indirectly for their participation other than by government and municipal grants, and reasonable amounts as gifts, prizes, or compensation for travel or other incidental costs. The admissions will not be exempt if they are for events specifically advertised as featuring paid participants or for events at which professional athletes compete for cash prizes.

Free supplies

Supplies of property and services are exempt when all or substantially all (90% or more) are provided free of charge. This exemption does not apply to supplies of blood or blood derivatives that are zero-rated or to a supply of commercial parking where there is a charge for the parking even if a significant amount of parking is free of charge.

Fund-raising activities

Sales of goods (except alcoholic beverages and tobacco products) are exempt when all the following conditions are met:

- You are not in the business of selling these goods

c. Knowledge Transfer

ACTION Meeting with Jaclyn for Knowledge transfer about treasury

6. AGM

a. Membership

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

ACTION add extra people to list

ACTION check who is in the 2 mailing lists

b. Planning

Date is fixed: October 26th Saturday

Location : Victoria Truth center 2815 Cedar Hill Road Victoria, British Columbia

c. 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



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ONGOING update document at next meeting 14/15th

d. Directors and producers insurance

NOTE From discussion about insurance for producers and directors, a simple way to protect better event producer, they will be appointed board directors. AGM vote would be needed to update the bylaws to include appointed non voting directors.

ONGOING update at the **meeting on the 14/15th.**

e. Discrepancy in Bylaws and Constitution

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

- Edd wants to hold a vote to change the constitution.
- Minutes around the passing of the bylaws and constitution do not specifically mention the bylaws but discussion with board at the time would seem to indicate that the current bylaws & constitution as a single item were what was voted on.

Propose to confirm this by vote at agm on Oct 26th 2018

<https://drive.google.com/drive/u/1/folders/0B0RfpV47gSu1Mzc4OWY3NDMtZjUzMi00NzFkLTkzMDgtMGJhNzQ3ODRiMWE2>

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)

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

Proposal: write draft for Directors policy. Heather is working on it, and this can be submitted to Jeff for review before the AGM.

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

ACTION Camille contact Evite to clean up the email addresses in Evite **ONGOING**

10. Mediation process - Ticket cancelled at Otherworld

a. Discussion about Producer's tickets policy

Main guidelines are:

- People should not being expelled by one single one directors/producers



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- Except emergency,
- exceptions (carrying weapon, active physical assaults)
- if need to be expelled, for a 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

To be checked by Jeff for legal perspective.

ACTION Give him a list of what should be in it.

Producer agreement draft to send to Jeff for review before it got proposed at the AGM before the 15th **DONE**

ACTION Camille create a draft in shared drive, Everyone to contribute. Camille to send it to Jeff before the 15th

Chris M has a draft document which was sent to Jeff.

New Business

1. Spring event

Jenn has been contacting us to lead the Spring Event. She is going to apply for the city and government grants soon as the deadline is end of October.

ACTION reply to Jenn **DONE**

**Next meeting: 14th October 5:00 at Liam's
and 15th October 2019 at a restaurant for OW wrap up**