



Kindle Arts Society

Board of Directors Meeting

Kindle Arts Society

October 28, 2019

Time: 6:30pm

Where: Jaclyn's

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

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

1. OW 2020
2. AGM 2.0
 - a. Planning
 - b. Membership
 - c. How to run
 - d. Communication plan
 - e. Improvement to help members
 - f. Suggested Motion to change Constitution - not to be addressed
 - g. BoD Guidelines
3. Mediation process

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Meeting Minutes

1. OW 2020

We received a proposal for a OW Producer. (No call out was issued)
The board will wait for the new board to discuss this.

2. General Meeting - AGM 2.0

a. Planning

Potential date: Friday 22nd of November, doors at 6:30 and meeting starts at 7pm
OR Saturday 23rd at noon?

Location: to be defined. Potentially Victoria Truth Center again

Date for a GM needs to be publicly announced 21 days in advance

Confirmed this with Marlene and Society Act.

Time/location and Agenda needs to be sent 14 days in advance to members

b. Process how to do the AGM sent by Liam

Do we need to add presentations so people don't leave while votes are counted? Yes
but something quick and fun. Suggestion for this GM:

- Legals ?
- Guidelines for directors ?
- Legacy plan ?
- Raffle (Jaclyn to talk to Michelle to get a dinosaur)
- Bingo

Minutes for AGM 2018 has been approved unanimously so we don't need to approve them again

Printing meeting minutes for the 26th October 2019 meeting

ACTION Camille prepare the minutes so they can be pre-published with the newsletter.

We will take nomination on the floor again at this meeting

c. Membership

Need mailing address from all members

ACTION Review membership list from Otherworld and IMBY events, (from Volcor and tickets lists) Camille and Fletcher next week-end

ACTION Resend form to members to get members to submit their hours and their



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mailing address. Camille

ACTION mapping mailing addresses from eventbrite and list of Membership. Fletcher and Camille

c. How to run sign in

2 suggestions by marlene to improve the current system:

- Voting cards must be returned when you leave to a clerk
- The clerk is responsible to gather both the ballot and the voting cards when/if people are leaving in advance. This will avoid people leaving with their ballot and leaving their ballot in the room while leaving.

ACTION Liam edit Liam's document with this

ACTION Need a counter for the person that will count voting cards during public votes
=> Jaclyn

d. Communication plan

Send communication with:

- Add Note saying that this email has been sent to everyone (not just to Members of Kindle Arts)
- Recognition of what happened last time
- Guidelines for directors
- Roles
- Need for volunteers, add greeters (volunteer hours at the AGM count for your membership)
- Form for volunteering hours
- Agenda
- Minutes of the last meeting
- Resend the candidates description

Timeline:

Contact Marlene => Fletcher

Contact parents => Jaclyn Camille

Contact Mike to have his description for the newsletters => Jaclyn

Save the date post on website with the submission form (if enough, check with Marlene). => Camille

Newsletter to be sent 14days in advance => Allister

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e. Improvement to help members

The board is willing to pay a baby-sitter if we have a space for the kids at the venue for them.

ACTION contact parents and gather feedback for a date that will work for them (Jaclyn + Camille)

f. Suggested Motion to change Constitution - not to be addressed

Edd wants to propose a Motion to change the Constitution. But he agrees that this can be addressed later.

This Motion will not be addressed at the General Meeting

g. Guidelines for BoD and Producers

Guidelines for BoD

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. This has been done and presented to the members.

ACTION All directors to read the Guidelines document sent by Heather. Aiming approval by the end of the week

ACTION publish on the website and share in newsletter

Guidelines for producers are not going to be finished and approved in the timeline before the General Meeting

3. Mediation process

Send and approve last emails

Add an email to BC rangers