



Kindle Arts Society

Board of Directors Meeting

Kindle Arts Society

December 16, 2019

Time: 6:30pm

Where: Liam's

In attendance: Mike, Camille, Liam, Allister

Chair: Camille

Secretary: Mike

Approval and amendments of the Agenda:

End time? 8:30

Motion: to approve agenda All

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Agenda

1. Board org
 - a. Newsletter - photo?
 - b. Onboarding
 - c. Teams
 - d. Official email address?
2. Website
 - a. Ticketing system embedded in website
 - b. Access
3. Communication team
 - a. Social media help from Lyndsey
 - b. MailChimp subscription?
4. Treasurer Report:
 - a. Purchase laser printer for society
 - b. Cheque blanks - window envelopes - mail out for Grants.
 - c. Cheryl to call CRA - investigate filling for 2017, 2018, 2019 - year end 30 September
 - d. Invoice outstanding, please pay.
5. OW 2020
 - a. Communication to applicants
6. Spring Event
 - a. Meeting - team
 - b. Production agreement
 - c. Solar generator for Spring event and OW
7. Fall Event - Burnday
 - a. Wrap up meeting?
 - b. Reports
8. Retreat
 - a. when-where?
9. Minutes 23rd November - general meeting - approval ?
10. Conduct committee
 - a. Contact to reach out
 - b. Adding policy

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Meeting Minutes

1. Board org
 - a. Newsletter - photo
 - i. Done!
 - ii. Website photo for “about the board” page - send to comm. director by end of month or they will choose one from social media
 - b. Onboarding
 - i. Communications - in process
 - ii. Treasurer - will set up meeting with past treasurer within a week
 - iii. Chair - needs to connect with past chair
 - iv. Secretary - meeting to be set up
 - v. Vice chair - up to speed
 - vi. Bank signing authority STILL OUTSTANDING
 - c. Titles need to be defined - Event leadership titles - Producer - Assistant Producer - versus Board Infrastructure titles - Team Lead - Committee - Etc
 - i. Promote volunteers to step up to help with ongoing tasks
 - ii. Proposed:

Consent, conduct, communication, venue, ticketing, membership, art grants, website & technical development, academy, policy, acculturation, lead nominations, outreach, financial review

Some teams currently exist, some are proposed

Idea: each board member interfaces with a team.

Discussion among board..... Current focus -

 1. communications (facilitated by communications director)
 2. art grants (facilitated by treasurer)
 3. website (facilitated by vice-chair)
 4. Conduct (facilitated by _____)
 5. membership (facilitated by _____)
 - d. Event liaisons -
 1. Spring event (by Chair)
 2. Otherworld (by Vice-Chair until further notice)
 - e. Official email address(es)?
 - i. Use info@kindlearts.ca for all outbound board comms.
 - ii. Each Otherworld producer should use @otherworld.ca email

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2. Website

a. Ticketing system embedded in website

Web admin proposing integrated ticketing for events. Plans to bring membership to website, allow member access to post community events. Total request \$200 for web plugins.

Discussion

1. Pro: in house, save 5% fee on \$150,000 of tickets
2. Let's consider

ACTION: Gather more information and discuss at next meeting

3. Conduct committee

a. Contact to reach out

- i. Chair in communications with resources to help form a consent/conduct committee

b. Adding policy

- i. Prioritize safety over inclusion. Look to update/revise policy regarding ticketing and attendees to reflect safety concerns and due process.

4. Communication team

a. Social media help from Lyndsey

- i. FB, instagram, newsletter, website
- ii. Who is FB page administrator/moderator?
- iii. Communications team agreement draft (from pastBoard) - review, revisit. Start next week
- iv. All in agreement to empower Lyndsey to do communications

b. MailChimp subscription?

- i. Rationale - reaching limits of free service, only one login (limits communication team)
- ii. Cost - \$40 CAD per month
Approved by all

4. Treasurer Report

- a. Purchase laser printer for society to facilitate automated cheque printing.
- b. Cheque blanks - window envelopes - mail out for Grants.

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- c. Cheryl to call CRA - investigate filling for 2017, 2018, 2019 - year end 30 September
 - d. Invoice outstanding, please pay. Treasurer TODO
5. OW 2020
- a. Communication to applicants
 - i. Meeting tomorrow with potential producer chair. Discussions ongoing, high priority. Results will be communicated to rest of board
 - b. Meeting with OW team and Chair - Define the Production Model - 9 Producers/Department - descriptive team - Associate Producers titles - (presentation to be created by Chair)
 - i. Producer code of conduct - review and revisit (head by treasurer)
6. Spring Event
- a. Meeting - team
 - i. Board liaison in communication
 - b. Production agreement
 - i. Review, revisit, get signed
 - ii. Budget?
 - c. Solar generator for Spring event and OW
 - i. Proposal - lease for the summer. \$350/month for 2KW, \$700/month for 5KW
 - ii. Downside - must be picked up and dropped off in Vancouver
 - iii. Discussed, great idea. Let's keep discussing. Also consider other options
 - iv. Start collecting baseline data from our core infrastructures and see what we can do to lower those numbers to a baseline from which we can choose the right power source
7. Fall Event - Burnday
- a. Wrap up meeting?
 - i. Hopefully scheduled this week
 - b. Reports
 - i. In progress....

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8. Retreat
 - a. When - January, 17 or 31.
 - b. Where -
 - c. Format meeting-hike - 1d+

9. Minutes 23rd November - general meeting - approval ?
 - a. Approved by all. Post to website ASAP

Next Meeting: Camille 6:30pm January 6th 2020