



# Kindle Arts Society

**Board of Directors Meeting**

**Kindle Arts Society**

March 03, 2020

**Time: 6:30pm**

**Where: Liam's**

**In attendance: Mike, Camille, Liam, Allister, Colin**

**Chair: Camille**

**Secretary: Colin**

**End time? 8:30**

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<b>Agenda</b>	<b>2</b>
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## Agenda

1. Board org - Chair Report - Camille
  - a. Second item: Review of the directors code of conduct.
  - b. Review Director involvement in Production.
  - c. Schedule BoD meetings.
2. Website Update - Allister
3. Communications Update - Mike
4. Treasurer Report: Liam
  - a. Rangers payment for 2019
  - b. Funds Update
  - c. 2020 Operations Budget for directors.
  - d. Discussion: What is the relationship of the production team to Kindlearts?  
Are they Kindlearts or a separate entity?
  - e. Action: Structure for finance: Kindlearts BoD and Events  
Liam to prepare a working document.
5. OW 2020: Mike
  - a. Otherworld:2020 budget review for approval
  - b. Updates on Org Chart
  - c. Finance team
  - d. Producer Conduct Agreement, review, approve, present to Producers
  - e. Budget meeting update
  - f. Report from Chair: direct vs Liaison
6. Spring Event:Camille
  - a. Budget
  - b. Production Agreement
7. Fall Event - Burnday
  - a. Reports
8. Conduct committee

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9. Grant committee

10. Any other business?

- a. Jenn. Support for Producers?
  - i. Is this a community call to make? (ie. vote/townhall) Yes/No?
- b. Ignition Northwest would like to share copies of safety plans for each of our main events. Yes/No?

11. Storage?

12. Adjournment

13. Next meeting is

## Minutes

1. Board org - Chair Report - Camille
  - a. Second item: Review of the directors code of conduct.
  - b. A motion was made as follows:

“ No Kindled Arts Board Member may take on the role of an Event Producer or Event Chair without a unanimous vote in favour by the board. In general board members should limit their involvement in production team lead roles.”

Motion by: Liam  
Seconded: Mike  
Votes for: 5/5
  - c. Another item to discuss: should board members be involved in the production team? See above motion.
  - d. Meeting every 2 weeks - agreed

2. Website Update - Allister, Colin and Nathan will meet.

Mike to send out a message calling for technology volunteers.

Allister to craft the message.(Web, Mobile software development and graphic design skills)

3. Communications Update - Mike

Mike to send out a Grants Update message

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Mike to send out a message sharing rough timeline for tickets.

## 4. Treasurer Report: Liam

- e. Rangers budget 2019 \$838.44 (outstanding) to be paid.
- f. What is the current balance of the Kindle Arts bank account per Vancity account? \$49,500 (corrected)
- g. 2020 Operations Budget for directors.
  - Mike to provide the former budget template to Liam
  - i. Liam to draft budget for 2020 based on template
    - 1. To be ratified by board next BoD meeting
- h. Discussion: What is the relationship of the production team to Kindle Arts? Are they Kindlearts or a separate entity?
  - Liam - Otherworld production is a volunteer event committee of Kindle Arts.
- i. Action: Structure for finance: Kindlearts BoD and Events
  - Liam to prepare a working document.

## 5. OW 2020: Mike

- a. Otherworld:2020 budget preliminary review
  - Budget Approval at next meeting.
  - Sustainability grant is not approved this year.

Action: Everyone to look at the budget in OW 2020 ‘

Mike to send it to the board for review and consideration

Arts Grant Request is \$30k up from \$23,500.

Camille made a motion “ to recognize the art grant budgeting is accounted for as part of Kindle Arts Operations Budget as opposed to any particular event budget ”.

Mike seconded.4 of 5 Colin and Allister. Liam abstained.

## b. Updates on Org Chart.

Camille to meet with Chris to discuss his role as a production lead/non producer.

Mike to work with Pam to review the Draft Org chart for 2020 OW.

## c. Finance team

Mike to discuss with Pam the Finance Production team.

- d. Producer Conduct Agreement, review, approve, present to Producers.

BOARD members to Review Producer Conduct Agreement

Mike to present at next Producer Meeting.

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## e. Budget meeting update

Ticketing - Dee(Finance Producer) wants to send out directed ticketing this friday.

Action: Camille to discuss ticketing with Dee

Action: Camille send membership to Allister for Mailchimp update and to Dee for directed tickets

Action Mike to write 2 communications. One for members about directed ticket, one for general public for ticket coming in April

Action: Allister to update Mailchimp membership list

Action: Camille to send mailchimp.

Action: All board to view Draft Otherworld proposed budget.

## f. Report from Chair: Direct vs Liaison - deferred

6. Spring Event:Camille -nothing to report

j. Budget

k. Production Agreement

7. Fall Event - Burnday - nothing to report

l. Reports

8. Conduct committee - Mike to pull together with the team to make a recommendation.

9. Grant committee - Camille to get clear on their ask

10. Any other business?

a. Jenn. Support for Producers? Defer to next meeting.

i. Is this a community call to make? (ie. vote/townhall) Yes/No?

m. Ignition Northwest would like to share copies of safety plans for each of our main events. Allister to speak w Cam and Hiltz.

11. Storage? - deferred.

14. Adjournment

15. Next meeting is March 23, 2020

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