

Kindle Arts Society



Board of Directors

2022/12/20

Present: Liam Lavelle, Robyn Thompson, Jon Cunningham, Angela Arvizu, Dee Hall is unable to attend, with regrets.

Quorum: yes 4

Chair: Liam L

Vice-Chair: Robyn T

Secretary: Angela A

Treasurer: Jon C

Approve Past Minutes:

Deferred approval of past minutes to a future meeting

Noted we have approved 2022/12/06 Bank Minutes

Approve Agenda:

Agenda:

1. Review Last Meeting's Actions
2. Tax Records Filing Review
3. Registering directors with Vancity.
4. Online Visa Purchasing Card Presentation
5. Movement of services to Visa and other payments
 - a. Authorized Transfer between Kindle Arts Accounts
 - i. Transfer of payments totalling \$10,000 to Scotia Bank Account
 - b. One-Time Payment Authorizations
 - i. \$875 plus fees to renew our insurance policy with Megson Fitzpatrick
 - ii. Repayment to Liam of expenses covered by Liam (finalize in slack)
 - c. Ongoing Payments
 - i. Namecheap domain name registrations moved to Kindle Arts visa
 - ii. Google payments moved to Kindle Arts visa
 - iii. Mail Chimp payments moved to Kindle Arts visa
 - iv. Payment to Aren Altman for Registered and Records Office
 - v. Payment to Slack Services
6. Regular Meetings, Google Drive, Slack, Newsletter, Emails, Media, Board & Beer, Townhall, Otherworld:2023, AGM:2023.



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7. Email to Laketown with contract points. Jon, Liam.
8. Selection of Next Meeting
9. Adjourn

1. Last Meeting's Actions

ACTION: Newsletter: Schedule, when? Who? How often?

ACTION: Angela, Jon: Permissions for Wordpress access. Nathan **[DONE]**

ACTION: Liam will coordinate with Jeff Young for mail integration.

Approved Cost \$400 a year for legal monitoring.

ACTION: (attended by 4 members) Jon and Angela to connect for minutes to open the Scotia Bank visa Account **[DONE]**

2. Tax Records Filing Review: We reviewed our schedule T2 2022 short return, schedule 100, schedule 125, schedule 141. No objections to the content were raised and we authorized their filing by unanimous consent.
3. Vancity Signing Authority: need Dee to complete this process.
4. Approve updating the Bank Minutes to the correct name for banking purposes
5. Approval of the payments structure: unanimous approval
6. Brief overview of onboarding items that we are responsible to schedule
7. **Contract venue:**
 - a. **Venue update:** <https://kindlearts.ca/otherworld-2023-venue-update/>

Next Meeting: January 10th at 6:00 PM

Meeting Adjourned: 7:01 PM