

# Kindle Arts Society



## Board of Directors

2023/01/10

**Present:** Liam, Jon, Robyn, Angela,  
Dee Hall is unable to attend, with regrets.

**Quorum:** Yes 4

**Chair:** Liam Lavelle

**Secretary:** Angela Arvizu

**Treasurer:** Jon Cunningham

**Vice-Chair:** Robyn Thompson

**Approve Past Minutes:** 2022.12.20 unanimous

### Proposed Agenda:

1. Review Last Meeting's Action Items
2. Banking: Angela to visit Scotia Bank to fulfil signing authority.
3. Selection of First Production Information Session Date
4. Policy Notes on labour
5. Response on Member Request on labour
6. Presentation on the Registration of Members
7. Responses to letter for 2019 receipts
8. Newsletter:
9. Selection of Next Meeting
10. Adjourn

**Approve Agenda:** Unanimous

**Minutes:** 2023/01/10

### 1. Action Items from last meeting:

**ACTION:** News Letter, When? Who? How often? **Deferred**

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

**ACTION:** Jon: Mail Taxes to Winnipeg Tax Centre **DONE**

**ACTION:** Liam will coordinate with Jeff Young for mail integration. Approved  
Cost \$400 a year for legal monitoring. **DONE**

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

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**ACTION:** Dee Hall requested for change of meeting time to either Monday or Wednesday Evening (slack) Meeting changed to Mondays 8-9 pm **DONE**

2. Banking: Action: Angela to visit Scotia Bank to fulfil signing authority.  
Action: Liam text Angela A with details for Scotia Bank **DONE**
3. Production Information meeting:  
People stepping up to lead departments  
Production Information Meeting: Tuesday 17th, 7:00 pm Core production members  
Get people that we know are interested and core individuals interested
4. Presentation on labour  
Action, Jon: Document will be posted on slack to be reviewed
5. Response on Member Request on labour
6. Presentation on the Register of Members  
Recommended Process and Policy 2023: Application and handling of membership and ticket distribution. Directed tickets, and operations of scheduling of volunteers. Link to PowerPoint Doc. in slack until approved  
Action, ALL: Fine-tune the pdf before publishing
7. Responses to receipt holder. Action, Jon/Liam: Request receipts or other documentation
8. Newsletter: Determine date for General Production meeting at Information meeting
9. Next Meeting: Monday 16th at 8 till 9pm
10. Adjourn: 7:11pm
  - a) **Action, Liam:** Date confirmation in writing from Laketown Ranch. email tonight.
  - b) **Action, Jon, Liam:** Send invitation letter to Org Chart 2022 to determine interest in volunteering for 2023.
  - c) **Action, Liam:** Email to Altman & Co Law for invoice for legal mail services.
  - d) **Action, Jon:** review and post response
  - e) **Action, Jon:** request receipts or other documentation.
  - f) **Action, Angela:** Visit Scotia Bank, Oak Bay, with ID for signing authority.