

Board of Directors

2023.03.13 Minutes

Present: Liam, Jon, Robyn,

Regrets: Dee, Angela

Quorum: Yes 3

Chair: Liam Lavelle

Secretary: All

Treasurer: Jon Cunningham

Vice Chair: Robyn Thompson

At Large: Dee Hall

Approve Previous Minutes: [☰ 2023.02.27 - Minutes](#)

Minutes approval tabled

Proposed Agenda:

1. Review of Action Items. 8:20 - 8:25
2. Change of directors discussion 8:25 - 8:30
3. Standing volunteer roles (PA position) Robyn 8:30: 8:40
4. Language decorum limits: Liam 8:40 - 8:50
5. Director's Resolutions. Jon 8:50 - 9:00
6. Shuttle system proposal: Liam - 9:00 - 9:10

Approve proposed Agenda: Unanimous

Minutes: 2023/01/16

1. Review of Action items from last meeting:

- a) Angela update of profiles to website **Tabled**
- b) Robyn will prepare an email to send to Bianca for meeting on 13th **Done**
- c) Jon will update the Grant Leadership on 2023 funding **Done**
- d) Robyn will list duties and responsibilities and possible support for PA. **Discussed and Tabled**
- e) **Action: Add notes, Robyn**

2. Change of directors discussion:

Interview with Bianca Gunther prior to meeting, letter of interest received along with resume.

The decision to appoint a director is pending until Angela can weigh in.

3. Standing Volunteer Roles - Notes per Robyn Proposal for PA volunteer jobs and plan of action.

Recognition of tasks that require execution at regular or intermittent times throughout the full year, not exclusively during the 3-4 months leading up to Otherworld.

- Jobs to be segmented into department categories.
- Sign-up requests for positions to be posted to both internal and community comms.
Suggested outreach locations: Kindle Arts Facebook Page, Otherworld Facebook Page, Kindle Arts Website, Slack Internal Channels

Year Round Department Recommendations

Drivers/Runners Team

- 3-10 Volunteers willing to be placed on a call list and contacted as needed.
- Valuable info for call sheet. Names, Preferred phone number, Email, days and times of availability, type or vehicle owner
day, ability to drive rental truck or van (include max size), residence proximity to site (how much time to get there).
- Decision needed, who can access the runners list, also, tracking hours to attempt to keep hours balanced and low for everyone.
- Info for Locker Quartermaster will also be useful for this contact sheet.

Written Communications Team

- Currently pending - Possibly get Bianca to help support this department should she join the board.
- Current recommendations Brianna
- 1-3 people to create written content as needed for website, email bulletins, outreaches, marketing, etc.
- Robyn offering support as marketing and creative direction consult as needed. Angela recommended internal comms support at this time.

Visual Design & Content Team

- Volunteers responsible for visual content on the website, and for other forms of marketing comms.
- Scope of work to cover graphics, written content layout including fonts, logos & formatting. Writing to be provided by the Written Communications Team in most cases.
- Current volunteers noted as: Juniper, possibly Hanna and Dave Wind
- Robyn offering support as marketing and creative direction consult as needed. Angela recommended internal comms support at this time.
- Angela and Bianca suggested as the possible supports.

Web Back End Team for kindlearths.ca and Otherworld.ca

- Volunteers responsible for the build, management and uploading of new content to the website.

- Current volunteers noted as: Raz & Nathan.

- Jon currently recommended as support and consult.

4. Director's Resolutions:

Resolution A: "A position for inclusion and acculturation shall be identified as Inclusion and Acculturation, and may examine all aspects of the role inclusion and acculturation can play."

Approved - Unanimous

Motion: Robyn undertakes the leadership role of, **Inclusion and Acculturation.**

Tabled to the next meeting when there are more directors present.

Resolution B: "As Art Grants have opened already, the procedures and policies of the Art Grant system are set and may not be modified to accomplish new goals. Explicitly, a separate grant proposal requested by the volunteer team will not be considered for inclusion, and no such funds identified will be so dispersed."

Approved - Unanimous

Resolution C: "We direct the Grants Board Liaison to resume their role on the Art Grants Team."

Approved - Unanimous

Motion: Liam to be the Grants Liaison for the board.

Tabled to the next meeting when there are more directors present.

**5. Language decorum in communications to directors and production teams:
Volunteers should be treated with respect and common courtesy.**

In Camera

6. Shuttle system proposal: Mutant Golf Carts - Liam & Virginia

https://docs.google.com/document/d/14FSOz72AJVQHTu_ecHIKgMIVL1y0bquX3HXpP07_9M/edit

How many carts are available to rent beyond the 12 contracted to Kindlearts?

Which departments need carts and when?

Is a dedicated shuttle vehicle with wheelchair capacity and a dedicated driver needed?

Where can we rent a shuttle vehicle?

Department of Mutant Vehicles budget for decoration and lighting?

Tabled

Next Meeting: 2023.03.27 at 8 - 9:30pm

Meeting Adjourned: 9:44pm