

Kindle Arts Society

Board of Directors

2023.07.31 Minutes

Present: Liam, Jon, Robyn, Angela, Bianca

Regrets:

Quorum: Yes

Chair: Liam Lavelle

Secretary: Angela Arvizu

Treasurer: Jon Cunningham

Vice Chair: Robyn Thompson

At Large: Bianca Gunther

Approve Previous Minutes: [☰ 2023.06.05 - Minutes](#)

Minutes approval: **Tabled**

Proposed Agenda: 2023.07.04

1. Notes and Agenda: Update from Inperson and meetings with Gregg and David
2. David provided a document: Steve Smith, GVIAS, Insurance question, fire show. Not replied.
3. In Camera
4. Rangers, Flashpot - Bianca, relevance?
5. Orange Team
6. Treasurer Report, Payment schedule, Scotia Bank, Outstanding debts, Retained Revenue, Bank balance,
7. Newsletter, Content? Send out when?
8. Vollies Appreciation Event, Bill Fosdick, Fairfield Community Center, 2-5pm Sunday, 16th July. Budget needed. Planning needed.
9. Production Leads - Debriefing Meeting, when? where? How?
10. Decompression. What, When, Where?

Action Items Review: 2023.06.31

Action: Liam to start a working message of appreciation to volunteers. (Board) Draft.

Action: Angela inventory of the storage locker. Finalized by the end of this week. Update on Events folder

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Action: Angela will edit and prepare the previous minutes. Done

Action: Liam to schedule a meeting of the board with Greg Adams in the end of July (Jon and Robyn will be back on the 27th) Notes are at Debrief 2023 and Planning 2024 (also 2023.07.31-Agenda)

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1. Steve Smith, GVIAS, Insurance question, fire show. The information was provided by Jon.
2. In Camera
3. Rangers, Flashpot - Bianca, relevance? BC Council from Rangers. Requests to update information, contact and guidelines are placed with easier access.
Action: Robyn to connect with Bianca for edits suggestions and options.
Action: Bianca to communicate with Ranger Flashpot, to detail some communication guidelines to assist communication. Andrew Martins, request feedback, how can they be supported? What are Rangers needs and wants to help in the future? How do we get more training sessions? Support them to avoid burnout. Bianca followed up with them and will continue the communication and farther follow-up.
4. Orange Team, Ambassadors: Helpful and shirts were a great visual assistant recognized by the attendees. Needs Lead, and having a guide, communicating with Rangers and Volunteers to include and smooth the Orange Team. Note
Appreciation Bill: Costs and expenses to be approved in the future.
Action: Venue cheque third payment will be created by Liam and the second signing will be by Angela on Thursday. Done
Action: Angela and Liam to sign a check for taxes: \$4,936.30
Action: Angela and Liam to sign a check for propane and fire: +- 800.
5. Newsletter, Content? Send out when? Done
Jon C shared information with feedback during the in-person meeting.
Action: The board is to read the after-burn survey and respond in Slack Directors by Thursday and it will be sent out on Friday and be sent it out this week. **DONE**
6. Vollies Appreciation Event, Bill Fosdick, Fairfield Community Center, 2-5 pm Sunday, 16th July. Budget needed. Planning needed. Cost \$1200. Cost to be revised and approved in future.
7. Production Leads - Debriefing Meeting, when? where? How?
Action: Draft to be prepared for Leads. Directors should place their notes and write what teams they will get debriefed on. Teams can overlap.
Hiltz has suggested to the production teams and requested sometime in August by key volunteers and producers.
8. Decompression. What, When, Where? Early to Mid-October? (Saturday) Or, burn the Effigy and Temple at Laketown at the end of October? (After fire ban lifts)
Discussion in process with Gregg. To be discussed again.

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Action: Angela to add notes from David meeting (Legal) Records office Template was provided by David on how that resolution looks like.

Action: The board to read the document that was sent. Questions, and comments? Follow on appointed director filling.

Action: Jon and Angela will work on the director filling. Duty of the Secretary to file change of director appointed.

Action: The board to follow through with meetings this year and meeting notes to have a sample. Link to sample.

Action: Draft to be prepared for Leads. Directors should place their notes and write what teams they will get debriefed on. Teams can overlap.

Frequency of meetings is Biweekly

Date change? To be arranged if needed to accommodate holidays

Next Meeting: 2023.08.14 from 8 to 9pm

Meeting Adjourned: 9:30 pm