

GVIAS Board of Directors Meeting – April 15th, 2013 @ Delyse's

Present: Andrew, Benjamin Faegin (BitF Co-Producer), Benson, Delyse, Ken.

Apologies: Arthur (vacation), Claire (sick).

Agenda:

1. **Call to Order: 7:20pm**
2. **Receipt of Correspondences**
3. **Approval of Previous Minutes M/S/C**
4. **Old Business:**
 - a. **BITF missing funds update (Ken)**

Police Report will be retrieved under Freedom of Information. Unlikely to proceed any further.
 - b. **GLC PNW Social report (Ken)**

Successful. 33 people attended.
Email addresses were gathered with the potential of organising a PNW leaders summit.
 - c. **Meg's GLC mediation effort**

Did not happen at GLC.
BM Org unlikely to do anything.
 - d. **Status of registrar filings (Andrew)**

Andrew to follow up regarding 2011 Annual Report filing and whether they properly received our submission.
 - e. **Re-charge update**

Cheques are ready for distribution. Producer's are preparing a final report.
 - f. **BitF event insurance update (Benjamin)**

Victoria Regional events are in the same situation as we are.
A working group to be formed and a proposal document is being generated to be shopped around to a collection (three) of brokers. Either a twelve-month or a per-event policy. Benjamin, Marcus Andersson, Michael Doucette, Michael Gove (RC), Victoria/Kindle representative(s) (Ed?).
Michael is understood to be in contact with Calgary RC in regards to how they are doing at the moment.
Benjamin and/or Michael will contact the BoD within a week seeking advice on next step. One to two weeks timeline.
GVIAS is the primary policy holder.
Ken will contact Michael Gove requesting quick response.
5. **New Business:**
 - a. **Merchant account transfer proposal (Benjamin)**

Comparison of benefits between PayPal vs a merchant account.
\$100 set-up fee, \$25/month fee for FirstData. Can be easily installed into existing ticketing system.
Advantages: Interac transactions as well as credit card, quicker processing, lower administration fees, largest processing company in Canada, direct deposit into account as opposed to having to transfer from PayPal in.
Cancellation policy to be retrieved by Ben in the next couple of days.
PayPal account holder to be confirmed and if not, put into GVIAS's name.

- Agreement to proceed with transfer from PayPal to FirstData.
- b. **BITF permanent asset allocation proposal (Benjamin and Delyse)**
Request for \$3,300, plus storage costs.
Also include 3x extra to potentially replace James' strands lost last year.
Money to be allocated from income from BitF 2012.
Agreement to release \$3,300 for capital purchases. Insurance will not be purchased due to small value amount.
Benson will look into potential storage options.
- c. **Board of Directors opening due to Laurent's resignation**
Agreement that they would take on the remainder of Laurent's term – until 2014 AGM.
Board will put together a list of potential members to approach.
- d. **Formalize cash handling policy (Ken)**
Ken prepared a policy based upon Jane Nemis (BoD 2012 Chair).
Envelope(s) to be signed across seal to prove that envelope is unopened.
Two signed receipts to be kept – one to be submitted to the Treasurer, one to be kept with the Producer in event that one is lost. Both receipts are no longer needed once deposit made.
Preferable that Treasurer, but could be Director or Producer or Board designated member to deposit.
Ken will investigate other Society's/organisation's cash handling policy.
Inconsistencies will be immediately to the BoD and the Producers.
- e. **Membership general meeting timeline (Ken)**
June 2013. To address policies, Bylaws changes and motions that was not presented at the 2013 AGM.
Andrew will put together a Doodle survey to work out best date.
Committee is standing by to look at inconsistencies in the current Bylaws and draw up wording for any that the BoD wishes present for membership vote at the General Meeting.
- f. **Project management application (Delyse)**
To be discussed further.
- g. **Non-Official EC report**
Discussion regarding validity and release.
- h. **Web committee progression**
Update to current state of website development and discussion of Society needs for web development.
Three phase integration with GVIAS site to be developed first, followed by potential autumn event and BitF last.
Request for Sparkjoy Studios to be able to advise under current conditions what \$2,000 to \$5,000 will provide for us with the current proposal and above procedure.
Proposal to outline integration of volunteer input and paid work.
Delyse will follow up.
- i. **GVIAS Credit Card**
Pros: Society is accountable, as opposed to individual liability on personal credit cards – for example, security deposits.
Cons: Credit Card results in a single person having access to Society funds, as opposed to two-signatory cheques.
- j. **Art Grants - members vs non members**
Discussion on history of policy.
Request the Arts Grants change policy to allow grants to be available to non-members.

k. **Policy inventory (Ken)**

Ken created a list of current policies that are in development.
Production team selection policy proposal to be presented later.

l. **Board Retreat**

Andrew will follow up with John Nobel and Ruby Merriman regarding potential weekend Board retreat at John's house.

6. **Announcements**

Laurent has resigned from the Board of Directors.

7. **Review of actions from Meeting**

8. **Adjourn: 11:15pm**