

GVIAS Monthly Board Meeting

@ Ken's - Monday, January 13th, 2014, 18:00.

Attending: Benson (Vice President), Andrew (Secretary), Lisa (Treasurer) Delyse, Ken.

Apologies: Arthur.

Approval of previous minutes

Question regarding releasing Insurance Certificate from providers.

“Insurance frontice” to be changed to “Insurance Certificate”.

To be included: Worksafe Account set up, Ken's resignation as President, By-Law Committee dissolved, Delyse to put together new member package for AGM.

M/S/C.

Receipt of Correspondences

Received invoice from Megson Fitzpatrick for unknown Commercial Liability. Delyse will forward email to Lisa for follow up.

M/S/C.

Decisions made outside of meeting

Approval of Tertiary Grant.

Old Business

New President

Benson to take role of President, Ken to take role of Vice President. Delyse to take Secretary duties whilst Andrew is away in Australia.

M/S/C.

Decision Making Policy

Motion (Delyse): To accept the Decision Making Policy in principle and practice. To send to the Policy and Procedures Committee (with any further suggestions) for editing.

Delyse presented overview.

Further aspects to consider:

What to do when Director's are absent during decision making?

What to do when Director's are unprepared for decision making?

Discussion.

Amended motion (Benson): Agree to adopt a more formal protocol during BOD Meetings, using Decision Making Policy document as reference.

M/S/C

Delegation of Tasks and Responsibilities

Motion (Delyse): To assign the following responsibilities:

- i. Membership announcements to Two 2 Directors to write, edit and send.
- ii. Art grant submission to Art Grant Committee - provide grant decisions as information only to the Board, revoke need for approval.
- iii. Storage and inventory maintenance to 1 Director.
- iv. Room bookings to 2 Directors.
- v. Member Communications to Secretary. Secretary to consult with 2 Directors on more involved communications.

Discussion.

To be assigned on a case-by-case. Storage and inventory person to be assigned after AGM. In the meantime Delyse will hold keys and check inventory.

Amended motion (Ken): To give approval to Art Grant Committee to provide grant decisions as information only to the Board.

M/S/C.

New Business

Website group use for the Board

Delyse will email out website use instructions to Directors to provide feedback to the Web Committee.

New Policies

Motion (Delyse): To approve Transparency Policy.

Discussion of changes.

Amended Motion (Benson): To approve Transparency Policy as amended.

M/S/C.

Motion (Delyse): To approve Nominations Policy.

Amended Motion (Delyse): To approve Nominations Policy as amended.

M/S/C

Motion (Delyse): To approve Electronic Communications Policy.

Discussion of changes.

Amended Motion (Ken): To approve Electronic Communications Policy as amended.

M/S/C

Action- Delyse to write edits and post to board for approval before posting on website.

ReCharge Board Liaison

Delyse to fill role.

BitF Liaison to be determined after AGM.

Letter of Understanding - ReCharge

Overview of changes.

Discussion.

Amendments made.

Discussion regarding transferable tickets. Delyse to investigate and report back.

AGM

To be Sunday, April 13th, 2014.

Committee Reports

Arts Grants (Lisa)

New member call out has resulted in new members.

Reconsidering granting cycle.

Finance Committee

Request to develop a check list, instructions for all financial transactions at events, including cash handling policy, grants, handling donations(ReCharge), producer wrap up of event etc.

That we can give to Production teams.

Policy and Procedures Committee.

Grievance policy, privacy policy and conflict of Interest to be developed next.