

## BC CITT Board Meeting 2023-11-28

**Hybrid meeting:** Zoom/Stanley Office

**Attendance:** In-person (Ace Martens, Tim Koll, Jamie Burns, Chengyan Boon), Online (Jody Burkholder, Mimi Abrahams, Nicole Lamb, Autumn Coppaway)

**Meeting called to order by Jody Burkholder at 6:14 pm**

**Minutes:**

### 1. President's Welcome and Opening Remarks

- We are associated with national section - \$1000/year stipend + able to ask finance committee for funds.
- But we can move/fundraise independently
- National – looking for new ED
- We want to answer this question: What do I get for my membership?
- Two main functions to move forward on:
  1. Training
    - a. Okanagan Boot Camp in July
      - i. Scope/scale? (5, 10, 15 participants?)
      - ii. Working on getting funding, lodging, transport, food
      - iii. 1 week booked at VPAC
    - b. Wig and Makeup Costume bootcamp in Lower Mainland
  2. Advocacy
    - a. How does the group want to use government access to advocate for our industry

A few questions/comments:

- Q: Is this our first board meeting? A: Yes – it's the first on the books
- ~~We are a not for profit society, which can issue tax receipts~~
- **We are confirmed as a not-for-profit society, but we are working on registration for charitable status for the ability to issue tax receipts. This has not yet come to pass as financial residuals and other details needs to be worked out but will be done by Boot Camp.**
- Mimi working on Google Drive architecture as repository for information and bylaws
- Ace was Secretary on old board – may have some old documentation to bring back some institutional knowledge
- Mimi will contact Alex House to see if he has any of that documentation as well to share with us.

### 2. Approval of the Agenda

*Motion: To adopt the agenda as presented, moved by Autumn, seconded by Chengyan, motion carried with unanimous consent.*

### 3. Election of New Board Members for 2023-2024

*Motion: To elect Ace Martens, Tim Koll, Nicole Lamb, and Jamie Burns to the board of the BC CITT Section (board members can be elected by majority vote as per BC CITT bylaws), moved by Autumn, seconded by Mimi, motion carried with unanimous consent*

### 4. Creation of Committee Chair and Members

4.1 Membership – Mimi and Nicole

4.2 Social – Ace, Mimi and Jamie

4.3 Financial – Chengyan and Autumn

4.4 Events (formerly Boot Camp) – Tim, Jamie, Mimi, Nicole, Chengyan

- *Boot Camp changed to Working Group instead of Committee, subcategory under an "Events Committee"*

4.5 Governance (formerly Strategic Planning) – Nicole, Ace, Autumn

- Ace: a committee allows board members to take ownership and for work to happen outside of board meetings

- Autumn: this potentially segments out a collective board responsibility, suggests name change to "Governance Committee"

*Motion: to create Membership, Social, Financial, Events and Governance Committees, moved by Mimi, seconded by Ace, carried by unanimous consent*

- Jody volunteers to participate on all committees as an ad hoc member in his role as President.
- Autumn: Two individuals interested in participating in Financial Committee and help create financial structure to the organization, volunteering (for now)
- Jody: reminder that committees can add anyone who is a member that they feel would be an asset to the committee
- To do: Create working groups
- One committee that we are looking to strike in the future is Professional Development/Training
  - o Projects under that possible future committee: mentorship, online resources
- The national sponsored BC CITT \$500 to sponsor the Actsafe Entertainment Safety Conference, which means we will attend and participate in some way – will follow under purview of the Social Committee. Jody will look into what the expectations are from Actsafe. Ace is on the Actsafe Performing Arts Standing Committee and can use that connection as well.
- Do we have a logo? – Design to be made by Social Committee

### 5. Other Business

5.1 Strategic Plan and Critical Path

- Jody: We need to rebrand and relaunch (mixer social was a “soft launch”)  
(Including logo, socials)
- No one knows who we are or what we do, so we need to grow our recognition
- Next board meeting – talk about what we want to get done
- Main strategic planning discussion deferred to next board meeting – all members to think about what should be on the critical path and bring to next meeting.
- Giving National a bit of time to rebrand so we can jump onto that as well.

## 5.2 Onboarding for board members

- Jody would like a helpful information package for new board members for continuity
- Autumn has access to USITT board orientation literature – modify and use for our own?
- Contact list?
- This work will be taken on by Autumn and the Governance Committee

### Further questions/business:

- Q: National ED hiring timeline? A: Targeted for end of the year, Mo’s tenure will be finished at end of December, will be clear by next board meeting
- Need to open bank account by end of year, so that we can request the \$1000/yearly for 2023 and 2024.
- Q: Programming – can we re-establish student night? Discussion: Ontario does an event called “Connect” that is a bit of a tradeshow and has a bit of development. In BC before it was a kind of tradeshow/job fair with a technical development aspect (venue tour, moving light demo) + fun event (make bridge out of popsicle sticks) and then a pub night – focused on college/university students (Event was held January 24, 2014) Jamie shared previous event advertisement by email.

It’d be great if we could have a summer event, winter event, and two mixer events for the year.  
(How many events do we want to have per year?)

Part of the goal is to make sure that we reach out and provide for everyone in BC, not just Lower Mainland. At least one event away from Vancouver.

Does Ace want to be part of the National Rendezvous committee/connect with Ontario section?

Alberta section also does an event – Tim will be attending and can connect.

- Advocacy – it would be worthwhile to connect with GVPTA, if we can get asks aligned that would be stronger advocacy.
- Autumn will send out a list of organizations that are members, but not individuals.

## 6. Next Board meetings schedule

- Bylaws say we need to have 4 board meetings/year + AGM, we are looking to do about one every 2 months, with committee meetings in the months between board meetings.

- Next board meeting aiming for first two weeks of January, everyone to send unavailability to Mimi by end of the week, then Mimi will send out a Doodle poll.

## 7. Adjournment

**Motioned by Autumn, seconded by Jamie, meeting adjourned at 7:27 pm**

Homework:

1. Unavailability for first two weeks of January
2. Date/time for strategic planning meeting