

BC CITT Board Meeting 2024-01-15

Virtual meeting: Zoom

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

Meeting called to order by Jody Burkholder at 7:38 pm

Minutes:

1. President's Welcome and Opening Remarks

2. Approval of Last Meeting's Minutes
 - An inaccuracy with the previous minutes was identified by Autumn, and a correction will be sent out to the previous minutes:
 - We are confirmed as a not-for-profit society, but we cannot issue tax receipts yet, we are still working on that (registration as a not-for-profit charity organization)
 - Financial residual required/details about boot camp required first

Motion: To approve last meeting's minutes with the above corrections made, moved by Autumn, seconded by Jamie, motion carried with unanimous consent.

3. Approval of the Agenda
 - Add Approval of Last Meeting's Minutes as Item 2
 - Boot camp committee should be referred to as "Events"
 - "Creation of Committee Chairs and Members" changed to "Committee Reports"

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

4. Committee Reports
 - None of the committees have met yet, but a Slack has been created
 - Slack will be used as a general BC CITT communication tool, with different committees as different threads
 - General reminder for committees to meet and elect chairs
 - Committees to write up short Terms of Reference explaining ideal scope of responsibilities and bring it to Governance Committee for approval for additional clarity and avoiding overlap
 - 4.1 – Membership
 - o Homework – to meet, elect a chair, and figure out what committee will do
 - 4.2 – Social Committee
 - o Unclear on differences between Social Committee and Events Committee
 - Social: Meet and Greets, Student Nights?
 - Events: Boot Camp, Tradeshow?
 - o Bringing back "Student Night"

- Focused currently on finding a date
 - Between end of productions and exams
 - Late April/Early May
 - Focused as a trade show/job fair, team building exercise, social event
 - Speed interviews?
 - Maybe do a smaller event this year?
 - Virtual component?
 - Douglas College is willing to host?
 - Reach out to them to figure out what dates they can do, determine dates on that?
 - Craig suggests April 8
 - General Liability insurance?
 - If Nicole hosted it at Douglas as staff, would the event be covered as a Douglas event?
 - Committee to make a draft budget breakdown for Student Night, Jamie to take the lead on this
 - Venue costs, insurance, comms, hospitality
 - Nicole will reach out to bookings manager at Douglas
- 4.3 – Financial
 - We need to open the bank account and receive funds from the National
 - Jody is in the Lower Mainland February 18, 26, March 19, 24 – around these days are good for him to come in and be a signatory
 - Committee member to meet on Slack and go over some thought processes moving forward
 - Need budget for Boot Camp
- 4.4 – Events
 - Need to meet and elect a chair
 - There is a Music Festival Boot Camp with IATSE 186 happening on the island – BC CITT should reach out, endorse, and learn about their structure
 - Mimi might go herself, Jody will reach out too
 - Jody will report back on deal with VPAC re: venue package/costs (currently <\$1000 for the week), Silver Star as potential accommodations, crew of 5 people to work with people who come including 2 students, will draft a budget
- 4.5 – Governance
 - Committee members to connect on Slack and figure out a time to meet.
- Continuing conversations on Slack can be used to keep conversations going when official meetings are not happening

5. Strategic Planning and Critical Path

- All board members have been invited to join for a meeting on February 11th, 6pm – 10 pm

6. Other Business

- Next board meeting – Mimi to send out a Doodle poll shooting for early March
- Committees – please meet before the next board meeting

7. Adjournment

- **Adjournment called by Jody at 8:30 pm**