

## **BC CITT Board Meeting 2024-07-25**

**Virtual meeting:** Google Meet

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

**Meeting called to order by Jody Burkholder at 7:05 pm**

**Minutes:**

1. President's Welcome and Opening Remarks

2. Approval of the Agenda

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

3. Approval of Last Meeting's Minutes

*Motion: To approve last meeting's minutes moved by Mimi, seconded by Chengyan, motion carried with unanimous consent.*

4. Committee Reports

4.1. Membership

- Committee has met, Mimi had some notes:
  - o We have the membership list of individuals and organizations from the National
  - o Bard on the Beach has joined CITT
  - o We don't have a welcome email yet, Mimi will do it eventually
    - This email will include a call to join committees
  - o We are looking for a social media handler
  - o Need to make a list of people to send the "we're back, hi!" email to
    - Autumn just sent an email connecting Membership Committee to Jackie who can provide that list
  - o Brainstorming about membership drive
  - o Inquiry into the website process – a local website exists but no way of accessing it
    - Nicole is connected to Mary Lohr (?) who can help on how the National does the website (?)
  - o Does the National have an onboarding document?
    - Yes, currently getting feedback from the three who are undergoing orientation, but the checklist can be sent over by Autumn

4.2 Financial

- We just opened the account, Mimi, Autumn and Chengyan went to Scotiabank and signed the documents and got the debit cards
- E-transfer may be complicated until we figure out how to connect the right emails to the account

- Let's get the funds from the National by asking Jackie for a cheque – Jody will communicate with Jackie, send Chengyan's address as a place to mail it to, and Chengyan will deposit the cheque at Scotiabank
- Autumn has been keeping a running tally of expenses so far
- Autumn will make a report for Jody to present at Saskatoon

#### 4.3 Events

- We met on Monday
- BYO Karaoke is a go at Vancouver Performing Stars
- Mimi presented a budget for the event:
  - o Working document:
    - <https://docs.google.com/document/d/1UWiRY6X2BZ6W4WxpHUstkKP6NE-7unLPjMPFDMmsejc/edit>
  - o Costs based on estimates of 60 or 100 guests
  - o Costs \$800-1200, revenues \$1400-2600, both scenarios should be net positive
  - o We feel 60 is very achievable
  - o Autumn will check about GST passthrough rates
    - Jody will reach out to Ontario section to see what they do
  - o We will determine what up front costs are necessary depending on RSVPs
  - o Do we have enough cashflow to do this?
  - o If this is a concern, we can nix the alcohol
  - o We will determine depending on whether the National will advance us two fiscal year's worth of funding
  - o The location is solid, so we have some time to work out the details
- Chengyan presented on the ticketing platform – Zeffy
  - o Asked Ziyian Kwan from Odd Meridian Arts/Morrow about experience with it
  - o Generally happy with it, they pay via direct deposit to a bank account weekly/monthly (based on choice)
  - o Ziyian offered to let us use their Zeffy account and Square unit to trial it
  - o Board generally agreed to proceed with Zeffy, Chengyan will follow up with Ziyian and come back to the Board
- Populating the volunteer positions for the event:
  - o Check in with Ace?
- Talk to Tim about potential gear donation from Riggitt
- Nicole can also fill in gear if needed
- Mimi and Nicole can bring some screens/TV for karaoke lyrics
- Can we do a site visit? Sometime between September 3-6? Mimi will arrange
- Future tax workshop event with Mel in November – Nicole has connected, waiting for email follow up
- Jamie will also talk to Terrence about it.

#### 4.4 Governance

- Questions for the broader group:

- There are some different versions of bylaws kicking around – clarified that Jody had some drafts that are not relevant
- <https://drive.google.com/file/d/17guHHrLfkAYwfJNtvZ6xlgOhW9L00dP/view>
- Alex House as the applicant? (Autumn clarified that Alex applied for the name years ago but never followed through on incorporating)
- Election of board members? Do all the directors need to be on the bylaws? (This hasn't occurred at the National level, so we need to check BC law)
- Need to set up an AGM sometime before March 2025
- Have we declared a fiscal year? Yes, we need to declare within a year of incorporation  
July 1<sup>st</sup> is the National's fiscal year, we should probably mimic theirs

*Motion: To establish July 1<sup>st</sup> as the beginning of BC CITT's fiscal year. Moved by Autumn, seconded by Nicole, approved unanimously.*

- Governance committee will need to read through with a fine-tooth comb, review the bylaws

#### 4.5 Equity/Diversity/Inclusion

- Has not met yet
- We need to ask for more committee members via welcome email etc.

#### 5 Other Business

#### 6 Next Board Meeting's Schedule

- **23<sup>rd</sup> of September, 2024 will be the next board meeting at 7 pm**

#### 7 Adjournment

- **Adjournment called by Jody at 8:00 pm**