



Board of Directors

Meeting Minutes

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DATE: 18 January 2022

TIME: 6:00 – 8:00 pm

LOCATION: ZOOM

ATTENDEES:

Allan Neilson  
Maria Correia  
Gayle Lunn  
Colin Ford  
Paul Stephenson  
Managing Director – Brianna Wells

REGRETS

Riley Dunsmore  
Artistic Director -- Rosemary Thomson

1. Call to Order

6:08 pm AN

2. Approval of Agenda

MOVED GL

Motion Approved

### 3. Approval of Minutes

AN moved to table November 22<sup>nd</sup> minutes, which reflect agreed contribution per Board member of \$600 per annum, or alternative in-kind mechanism, for review next meeting

Motion approved

### 4. Staff Reports

- Managing Director (Brianna Wells)

As written from BW

Move to accept report: MC

Motion passed

- Artistic Director — verbal (Rosemary Thomson)

Regrets for illness

### 5. Board Committees

- Governance & Finance Committee (Allan Neilson)

AN commended BW for the work of putting together the documents and noted that all proposed motions from Governance had been reviewed by the Governance committee.

OKS Board Handbook 2021-22

Move to approve board handbook – CF

Amendments: update Gayle Lunn contact info

Motion passed as amended

#### OKS Committee Handbook

Move to approve committee handbook – GL

Motion passed

#### 2021-22 Policy Manual

Motion to approve: GL

Motion passed

#### Proposed Bylaw Change

Motion for Board to propose bylaw change at AGM: PS

Question from PS about potential Honorary members: do we have any or want any?

CF: propose June Nicolay as an honorary member?

*ACTION: Referred to Governance committee to articulate process for nominating Honorary Members before next Board meeting*

Motion passed

#### Recommendation to invite Anna Warwick-Sears on to the Board as a Director

AN introduced AWS as potential board member and moved to invite her to join the board

Approved

*ACTION: AN to inform her she has been invited, BW and AN to connect on orientation materials*

- Fund Development & Communications Committee (Gayle Lunn)

GL shared that December's monthly matching goal was exceeded, and that January is below 50% of our public gift goal.

*ACTION: AN will reach out to previous board members to invite them to participate in the campaign; GL to send AN existing appeal materials, and AN and MC to work together.*

February is Education month with June Nicolay as Champion

The big push in the coming weeks will be with sponsors:

1. Following up with new potential sponsor Evest on January 27th
2. Harmony Honda – MC has sent an email and will follow up with both GL and PS
3. Argus – BW to send a list of items needed to GL:

GL shared that First look at graphics from Copilot Design options on January 17, next steps are to hone in on direction and give feedback to the designer and keep moving forward with that project.

- Grants Committee (Maria Correia)

MC reiterated that we haven't heard back from fall grants and decided not to apply for the Creative BC business development grant and noted the upcoming meeting for February 7<sup>th</sup> with the City of Kelowna regarding our annual professional company funding.

## 6. Company Finances

AN noted that review engagement has been initiated with Graphite Group and they have quoted \$5000 for our review and plan to have it completed for early February.

- Financial Documents

Monthly financial statements were received (Moved MC, approved)

*ACTION: RD to follow up on questions from presented financial statements from PS and BW*

## 7. Other Business

- Annual General Meeting

Due to timing to of Review Engagement with Graphite Group, AGM scheduling needs to be pushed back and date selected is March 8 at 6:00 pm.

*ACTION: BW to updated AGM and Board meetings in Google Calendar to reflect new time.*

## 8. Next Meeting

- Tuesday, March 8, 2022, 8:00 pm (immediately following AGM).

## 9. Adjourn — 7:30 pm