

BC CITT Board Meeting 2024-09-23

Virtual meeting: Google Meet

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

Meeting called to order by Mimi Abrahams at 7:01 pm

Minutes:

1. Vice President's Welcome and Opening Remarks

- Mimi chairing the meeting in absence of Jody
- CITT has a respectful workplaces workshop coming up
- Shout out to Event Safety Alliance conference coming up
- Autumn sends her regrets – Finance Committee report coming next week

2. Approval of the Agenda

Motion: To adopt the agenda as written, moved by Chengyan, seconded by Nicole, motion carried with unanimous consent.

3. Approval of Last Meeting's Minutes

Motion: To approve last meeting's minutes moved by Nicole, seconded by Jamie, motion carried with unanimous consent.

4. Committee Reports

4.1. Membership

- CITT website is now updated with up-to-date information
- We now have a membership list including individuals from the National
- Instagram account pending

4.2 Financial

- Report to come from Autumn next week
- Chengyan made a mistake and tried to link our bank account to Square before we had any funds, so they tried to charge us \$0.01 to confirm and we got hit with a \$48 NSF fee

4.3 Events

- BYO Karaoke wasn't too well attended (about 10 people) and wasn't very financially successful, but those who attended it really enjoyed it
 - We need to maybe tailor things to the bandwidth board members have at any given time (this time was maybe a bit tough for people to commit too much time)
 - Thinking of ways to cut tasks up into bite sized pieces to assign to people

- Alcoholic beverages for fundraisers can actually have different prices, something to keep in mind for next time
- Event itself went smoothly, but the attendance was low – how can we turn out more attendance?
 - Maybe the small cover charge was more of a point of friction than we thought.
- Next event:
 - Tim working on backstage tour for Cirque, need to pitch it as old contacts have left the company
 - Usually 20-25 people on a Saturday/Sunday morning
 - Can it happen around the time of the ESA conference so that out-of-towners can be around?
- Financial workshop:
 - Nicole talked to Mel
 - She just needs notice
 - November wide open, Friday, Saturday or Sunday is ideal for her
 - Monday/Tuesday also possible with enough notice
 - Fee \$250 + covering the cost of ferries both ways
 - Next event committee meeting – figure out logistics for this
- Craig – Student Night in January?
 - 2nd week of January, Monday evening, Friday evening or Saturday daytime are good times to do it at Douglas if we want to do it
 - Table it next Events Committee meeting
 - Jamie to reach out to suppliers to figure out what day would be best for them.
- Consider how to activate locally (out of the Lower Mainland) for something like a TD roundtable
 - How to bring the TD roundtable to virtual setting?
 - Curate topics of discussion which allow it to open up to more than just TDs, but still attractive to people who are interested in discussing the topic
 - Getting a good moderator would help
 - Turning issues into action items
 - Table for next Events Committee meeting

4.4 Governance

- Did not successfully meet
- Need to figure out an AGM date/logistics before March 2025
- Do it hybrid, tentatively March 24th at 7 pm.
- Need 10% of voting members to have quorum (83 active members, need attendance of 9 or greater)
- Mimi will look out for a venue
- Announce with at least 30 days notice? (Offhand number, confirm for sure?)
- Do we need to do this a bit earlier in order to hold an election instead of a provisional board

4.5 Equity/Diversity/Inclusion

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

5 Other Business

- We really need to recruit more committee members, maybe at the next TD roundtable
- Committees that might need some help:
 - Governance (has a lot of important work to do but not that many members)
 - Finance/EDI (just don't really have any members)
 - Events (very active, but there are just a lot of tasks that need to be done)
- Could we make a blurb about each committee so prospective candidates can know what they would be doing on it?

6 Next Board Meeting's Schedule

18th of November, 2024 will be the next board meeting at 7 pm

7 Adjournment

- **Adjournment called by Mimi at 7:53 pm**