

BC CITT Board Meeting 2025-01-19

Virtual meeting: Zoom

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

Meeting called to order by Mimi Abrahams at 8:06 pm

Minutes:

1. President's Welcome and Opening Remarks

- We got a few emails over the holidays to address:
 - 1. Solicitation from Collingwood School to pass around job posting
 - 1. It's already on CITT job board – signal boost on socials?
 - 2. Jacquie reached out about membership and asked about a financial update
 - 3. Some thank yous
 - 4. Ask to donate (but only if we become a charity)

2. Approval of Last Meeting's Minutes

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

3. Approval of the Agenda

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

4. Committee Reports

a. Financial Committee

- Current financial situation is updated in the Google Drive
- On horizon we are looking to pay GST incurred, accounting fees, etc.
 - o Expecting to need to pay about \$500-800 for this
- National is wondering what regionals are needing
 - o We are prepping reports for AGM and to send to Jacquie
 - o Hoping to have reports done by end of February
 - o Would like an idea of what we are hoping to accomplish next year
 - o Do we need more than the standard \$1000 stipend?
- Are we eligible as a non-profit for GST rebates?
 - o **Autumn** will look into it
 - o **Mimi** to reach out to Ontario chapter to see how they do bigger events like Connect (Emma is the contact)
- **Action items:**
 - o Lay out next year's goals and events and the resources needed to accomplish them
 - o **Autumn** will update reports and have done before AGM and available in the drive before board meeting March 17

- **Autumn** will reply to Jacquie's request for an update

b. Governance Committee

- Insurance:
 - Can we group insurance with the National/other chapters through Front Row Insurance? (National is looking at if this something that could be done)
 - Unless we have 3 events where we sell alcohol a year, it doesn't make sense to get annual insurance as per Nicole's research
 - Doesn't seem like alcohol is a very wanted thing (+ we need basically 150 people drinking to break even on a special alcohol permit)
 - We don't feel like we need general liability that isn't tied to specific events, because we don't take on much liability?
- Changing bylaws:
 - **Autumn** can send the link to PLO as a free legal resource to look at our bylaws
 - We need to wait until the year has passed to change our bylaws
- New board members
 - How do we go about soliciting and voting for new board members
 - Is there anyone we want to reach out to specifically to ask to join?
 - National has a spreadsheet that they can call down the list if there aren't enough applicants
 - Can we get Mary Lar to make a BC list?
 - Next governance committee meeting will have a second portion where everyone is invited to discuss board member candidature (as potential candidates or people who want input), meeting date TBD, sometime before AGM
 - We can nominate each other
 - To check: all employees of CITT members are eligible
 - Autumn needs to be able to vacate out of an executive position for BC due to her position on the National. (Though will still stay involved as long as she is welcome)
- We need to send out the notice of AGM as we are getting close to 60 days before
 - Need to secure venue
 - Possibilities: Chan, VSO, Cultch, Newmont
 - **Mimi** will reach out to Cultch for AGM and Roundtable
 - Then we will need to send email and post on website

c. Events Committee

- Tax Workshop
 - We ended up making a profit but 13 people couldn't show up because of a Riggitt call that day.
 - We made a profit though because of a Riggitt donation
 - Can we do the event again to catch the workers who end up not making it out?
 - Could it be adapted to a web-access version for accessibility?
 - **Tim** could help us figure out a dark Riggitt day to redo it
 - Fall is best for Mel's schedule?

- Cirque tour
 - o Very well attended and well received
 - o The free tickets were very appreciated
 - o There was tons of information, specific and great at answering questions
 - o RSVP list/form results are on the Google Drive (for attendance numbers/disciplines, etc.)
 - o **Tim** will send the TD's email to **Mimi**, who will forward some of the thank you feedback from students
 - o Hopefully we can do this again next year at the next big top show!
 - o If Cirque doesn't come next year, maybe reach out to Broadway Across Canada for tours as well?
- ILEA Connect
 - o 11 companies confirmed at this point
 - o 6 people signed up for mingle (limit is 32)
 - **Jamie** to make a QR code for Chengyan to sign people up at reception
 - o Best to show up at 3 to help people load in
 - o BC CITT will contribute \$200 towards mixer food
- Alexis Douglas would like to connect to do more workshops
- Simon at UVic would like to do a student night March 28th
 - o **Nic** will get in touch with Simon to help make this happen
 - o **Jamie** interested in coming out to help
 - o We need to figure out what is the ambition of this project and what will be happening, and then how we can assist
 - A couple of hundred dollars won't break the bank (we can chip in), if we can get a bit of a better idea of what the event will end up being.
 - o **Nicole** happy to meet with Simon too about what this will look like.
 - o Concern over pool of students?
 - VIU, UVic, also CCPA
 - High school students?
 - o Getting panel involved with students in interactive exercises instead of just a discussion between themselves
 - o "Speed meeting" – 3 min of student/interviewer telling each other who they are and what they're looking for
- TD Roundtable:
 - o Events committee to plan adjacent to AGM

d. Membership Committee

- Membership renewal reminders have been sent out by Mimi (we got a list from the National in December)
- Welcome letters are still on **Mimi's** to do list
- Creating a contact list of tangents (people employed by/related to member orgs)

e. Diversity and Inclusion / Reconciliation Committee... TBC

- Need to seek members who might want to be on that committee.

f. Other Committee Business

5. Other Business

- **Nic:** Jacquie was wondering if Mel could develop a national tax workshop
- **Jamie:** Can we get a higher resolution version of the logo?
 - o Autumn could probably provide a high-res version of CITT National logo?

6. Next Board Meetings schedule

- **17th of March, 2024 will be the next board meeting at 7 pm**
- **24th of March, 2024 will be the Annual General Meeting at 7 pm**

7. Adjournment

- **Adjournment called by Mimi at 9:35 pm**