

Cine-Vic Society of Independent Filmmakers AGM June 24 2016

Attending: Ashley Good, Michael Korican, Sharon Joseph, Andrea Peek, Trent Peek, Darlene Tait, Beth Parker, Jerry Kott, Alena Kottova, Daniel Hogg, Dirk Slott, Bryan Skinner, Charles Isherwood, Christie Bill, Ben Rollo, Claire Mulligan, Andy Robertson, Stacey Ashworth, Arnold Lim

1. Called to order 6 pm.
2. Previous minutes approval moved by Michael Korican, 2nd by Alena Kottova, carried.
3. ED report & Financial Report presented on screen by ED David Geiss. Approval moved by Dirk Slott, 2nd by Charles Isherwood, carried.
4. Equipment Report presented by David Geiss.
5. President's Report by Stacey Ashworth.
6. ByLaw Amendments

Bryan Skinner moves to add Student Membership as presented on screen, 2nd by Michael Korican, discussion, carried.

1.1 Student Membership (SM)

(\$30 + 3 volunteer hours or \$60 per year, due April 1st)

Benefits: Discounts on workshops and room rental

Access to on-premises CineVic facilities

Access to some designated equipment intended to assist with advancing to Production Membership

Accumulate and utilize CineCredits

Requirements: 3 volunteer hours

Must be able to demonstrate ability to use equipment in an appropriate and safe manner

Must provide proof of current enrolment in post-secondary institution

Only valid for the first year of membership and only renewable at General Membership or Production Membership level.

Bryan Skinner moves to change Cinecredits Policy as presented on screen, 2nd by Andrew Peek, discussion, carried.

5.1 CineCredits Policy

One hour of volunteer time converts to one CineCredit, which will be accepted as the equivalent of fifteen dollars.

CineCredits may be used for payment of equipment use.

CineCredits may be used towards office space or room rental.

Initial membership volunteer hours do not qualify for CineCredits.

CineCredits are non-transferable and not retroactive.

A maximum of 50 CineCredits may be earned per member per production.

A maximum of 200 CineCredits may be held in a member's account at any one time.

The first fifteen dollars of any equipment or room rental cannot be paid by CineCredits.

If a membership lapses for more than 12 months, the member's CineCredits will expire. CineVic members may apply to the board for an exemption to this rule for reasons of hardship or other reasonable barriers to member usage. Decision of the board on whether or not to grant exemptions is final.

Dirk moves to change Board of Directors Roles as presented on screen, 2nd by Alena Kottova, discussion, carried.

9.1 Role: To represent the Society to the best of their abilities and work to further the Society's mission and mandate.

9.1.1 Executive:

(a) President: Elected chief officer of the Society. Chairs all Board of Director meetings. Works closely with the Executive Director with regard to major decisions and actions made on behalf of the Society. Represents the Society to the filmmaking community and community at large. Coordinates a yearly performance review for Executive Director.

(b) Vice-President: Assumes Presidential responsibilities when the President is unavailable.

(c) Secretary: Responsible for the recording and timely distribution of the official Board of Director Meeting minutes and for scheduling and notifying Directors of all Board of Directors meetings.

(d) Treasurer: Monitors and reviews all revenue and expenditures on behalf of the Society.

9.1.2 Directors-at-Large

(a) Production: Responsible for increasing the number and quality of member projects and/or work. Acts as a link between the membership and the Board of Directors regarding member production needs.

(b) Gaming: Acts as representative of the Society to the Gaming Policy and Enforcement Branch of the Provincial Government Ministry of Finance. Attends all required Charitable Gaming Fund and related association meetings. Ensures that all applications and reporting requirements are met within deadlines.

(c) Programming: Responsible for the coordination of regular Society exhibitions and workshops in order to further the Society's mission and mandate. Works closely with office staff, Executive Director, and Communications and Marketing Director on regular and ad hoc events to ensure quality control and good public relations with Society membership and community at large.

(d) Communications and Marketing: Responsible for the effective and efficient running of the Society newsletter, web site, and Communications policies and procedures. Works closely with office staff and Executive Director to ensure quality control and good public relations with Society membership and community at large.

(e) Fundraising: Responsible for coordinating annual and on-going efforts to raise money and/or goods and services for the Society's operation and programming.

9.1.3 Past President: Acts as advisor to the Executive and Directors at Large.

Dirk Slott moves to change the Executive Director job description as presented on screen, 2nd by Alena Kottova, discussion, carried.

10. Executive Director Role and Responsibilities

Selected by the Board of Directors and designated to carry out the work of CineVic Society of Independent Filmmakers to further the Society's mission and mandate by carrying out the following duties and responsibilities:

Preparation of grant proposals

Development of solid strategic alliances

Create and implement fundraising initiatives

Effective and efficient management of daily operations

Network and raise the profile of the Society to the membership, media arts community, and community at large

Establish strong relationships within the organization as well as with members and the media arts community, and the business community at large

Develop and implement fiscal budgets and forecasts, create monthly financial reports

Timely reporting of information and issues to the Board of Directors

Implementation of Board of Director recommendations

Establish daily, weekly, monthly, quarterly task lists for each position, including housekeeping duties

CineVic Society of Independent Filmmakers

Assist the Board with the development of the strategic plan

Ensure policies and procedures are properly enforced

Assure effective delivery of services

Use sound judgment to accept, reject, or forward to the Board of Directors any proposals for events, workshops, screenings, fundraising, etc.

Signatory on behalf of the Society

Perform timely banking and bill payments

Authority to authorize spending up to \$1,500 per month on behalf of the Society (with the exception of equipment purchases)

Authority to hire, promote, transfer, terminate employment, and handle disciplinary matters in accordance with legislation, the Society Bylaws, and Human Resources policy

Responsible for performance evaluation of CineVic staff every 6 months

Establish management practices which include all employees' constructive input and actions

Establish group and individual accountabilities for self and all staff, related to the strategic plan

Set SMART goals to achieve strategic plan initiatives; review monthly with Board

Establish a schedule for staff that is flexible around events and

workshops, as well as individual staff needs

Ensure that all safety standards are adhered to

Maintain individual skills, keeping up-to-date with the latest in non-profit management and fundraising techniques

Any other such duties as may be required by the board or the position from time to time

Dirk Slott moves to separate Constitution, Mission Statement and By-Laws and make numbering and grammatical corrections as presented on screen, 2nd by Sharon Joseph, discussion, carried.

7. Other Business: none.

8. Nominations for the Board of Directors: President Stacey Ashcroft steps down and member Dan Hogg facilitates.

President: Stacey Ashworth is nominated by Dirk Slott. Acclaimed.

Vice President: Arnold Lim is nominated by Stacey Ashworth. Acclaimed.

Secretary: Sharon Joseph is nominated by Arnold Lim. Acclaimed.

Treasurer: Bryan Skinner is nominated by Dirk Slott. Acclaimed.

Programming: Trent Peek is nominated by Stacey Ashworth. Acclaimed.

Gaming: Darlene Tait is nominated by Arnold Lim. Acclaimed.

Production: Michael Korican is nominated by Andrea Peek. Acclaimed.

Communications & Marketing: Ashley Good is nominated by Stacey Ashworth. Acclaimed.

Fundraising: Andrew Robertson is nominated by Bryan Skinner. Acclaimed.

9. Good and Welfare: no announcements.

10. Meeting Adjourned at 6:58 pm.