

VANCOUVER POETRY HOUSE BOARD MEETING
Sunday, February 17th, 2019

NEXT Meeting: Sunday, March 17th, 2019

[SEE: February 24th Staff/Board Meeting: Deferred staff questions and EFT Account Set-up*](#)

Action Items:

1. Check with Johnny. Deferred item: continued communication with Hal, Tessa, Mariah regarding volunteers for social, filming, local help for Slam and other needs. *
2. Frankie: Youth Worker Policy. Ongoing
3. Andrew: Deferred item. Ownership of Vancouver Poetry Festival if possible.
4. Check with Johnny arrange meeting with Jeff for February update meeting to assess how the changes affecting both VPH and Café Deux Soleil and report back. Deferred item *
5. Johnny update: any information/details Sonya and Dana in terms of Active listener program (has already emailed) *
6. Ongoing discussion started by Andrew in Basecamp Listing Additions / Improvements / Suggestions needed to fill the gaps in current hiring process and provide better feedback to applicants. Also Input on Short Term Contracts (less than six weeks) or fast hires (especially relevant during festival season) to be continued
7. Carol to look into templates regarding incident reports.
8. Johnny and Santiago further breakdown of projections for June/July Wordplay for anti-oppression training-- Ongoing *
9. Amanda E to finish description of Honorary Board Member
10. Sho to advise Colleen re: Publicity Stands/ads for Vs. in VanCity

11. Board need to look for the sponsorship levels previous package with SplitMango
12. Check in with Daniyah regarding rates for Anjalica Solomon re: website and social media
...Johnny ---colleen ///
13. Carol S write up job description for a social media and website maintenance position.
14. Action Item Johnny official photographer situation check in *
15. Andrew S to msg Andrew W regarding the youtube backlog
16. Amanda E to contact Library regarding booking (604) 331-3823
17. Andrew S to contact Santiago re: doctor's recommendation(s) diagnosis
18. Amanda E to contact Colleen regarding contract extension and situation with Admin position
19. Carol agrees to create a start to a social media policy, share with board and Daniyah as editors, and to bring a version to board meeting on March 17
20. Carol agrees to create a start for a harm reduction justice model with outside mediator for VPH policy, to share with board and Daniyah, an bring a version to board meeting on March 17
21. Daniyah is going to check with Camille Dumond about costs and availability and let us know
22. Sho is going to check with possible mediators with the Native Elders Association and let us know
23. Carol to contact Denise Brennan 520 Alexandre Street about Creative CoWorkers space for EGM

Motions:

1. Sho Motion for website redevelopment to be revisited by September 2019. Carol second. Motion carried

2. Motion to approve bylaws Weds morning made by Andrew Amanda seconded. Motion Carried
3. Motion by Sho to offer to extend Colleen's contract seconded by Andrew. Carried
4. Motion(s): by Carol hold off on staff reviews until mid-March & if Santiago is unable to continue with Admin job role to be offered to Colleen Seconded (AE). Carried

Board Members Present: Amanda Eagleson (AE, acting Secretary until 15:00), Andrew Sutherland (AS, acting Chair), Carol Shillibeer (CS, acting Secretary from 15:00), Sho Wiley (SW)

Program/Staff Guests:

Community Members Present: Daniyah S, Sammy

Regrets: Frankie McGee (FG)

Meeting Began: 12:10

Meeting Ended: 16:15

We Acknowledge that this meeting took place on the the unceded Indigenous land belonging to the Musqueam, Skxwú7mesh, and Tsleil-Waututh people.

Agenda adopted 12:15. Andrew motion. Carol second. Carried

Agenda Item 1) Approval of minutes, Action Items

- Approval of Minutes from January 20, 2019. Andrew motion. Carol Second. Carried
- Action Items:
 - a. John M continued communication with Hal, Tessa, Mariah regarding volunteers for social, filming, local help for Slam and other needs. Process is ongoing further report

next meeting.---This to be followed up on with Johnny sometime prior to March meeting to have more to report process but is ongoing.-- Deferred

b. Frankie to continue working on Youth Worker Policy; connect with Sho about possibly getting copy of youth policy used by United Native Youth Association---deferred in Frankie's absence but Sho stated would speak with Kayla.

c. Andrew to follow up with Johnny regarding getting paperwork etc, set with bank (based on previous meeting with Accounts Manager)---Done

d. No other names were similar to Vancouver Poetry Festival. Andrew will check Who Is regarding current owners of VPF--Deferred

e. Sho will talk to Christie Lee about land acknowledgement wording--Done. Was decided Johnny will use a site for this out of respect for Lee's very full plate of labour.

f. John arrange meeting with Jeff for February update meeting to assess how the changes affecting both VPH and Café Deux Soleil and report back—he will check with Hal (or back with Carol) regarding contact info to arrange this---Deferred

g. John to share any information/details Sonya and Dana in terms of Active listener program (has already emailed) --Deferred

h. Andrew to start the discussion in Basecamp Listing Additions / Improvements / Suggestions needed to fill the gaps in current hiring process and provide better feedback to applicants. Also Input on Short Term Contracts (less than six weeks) or fast hires (especially relevant during festival season)--Started process ongoing

i. Carol to look possible templates available online for reporting. Daniyah may share what they have.--Deferred

j. Daniyah will provide any further cost/details regarding Mental Health First Aid and/or Anti- oppression training.---Done. Spoke with Cliff Horbes. (contact info cliffhorbes@shaw.ca remove this if/when minutes published on site) This would be the contact regarding Mental Health first Aid Certificate. Regarding Naloxone Training PeerNetBC has workshops (\$400). Kona//Current Director Parker Johnson.

K. Johnny and Santiago further breakdown of projections for June/July Wordplay for anti-oppression training-- Ongoing

l. Amanda to write Honorary Board Member Role: needs edit, approval, deferred.

m. Carol to work on bylaw changes to allow for changes board membership rules, in regards to payment.

n. Daniyah will share further information on VanCity Community Foundation. Also the less front facing opportunities within VanCity donor funding/private donors. (at risk youth centered projects). Will share preferred language (key words) information regarding drafting details--Done: VanCity Community Foundation offers 10000 in partnership grants (alternative where we could be placed due to a lack of arts related grants on offer there). One good fit for such a Partnership Grant could be harm reduction. This is currently managed by Sean Condon (director Hope in the Shadows and Megaphone) though this role is in transition at the moment. Action Item: SW brought up the Publicity Stands/ads for Vs. in VanCity Carol Said this could be directed to Colleen

**meeting moved incamera 12:43-13:14*

Agenda Item 2) Website Update

- Arrick, Sponsorship, Cost: Spoke with Arrick regarding sponsorship turns out that despite what we thought we are out on this, This leaves us needing to look for a package/rate or revisit sponsorship in order to continue work on site.
- Split Mango is currently working on issues that evolved with the WordPress Update. We are currently not able to do blog postings on the VPH site. Issues are related to the fact that this is a special multisite designed by SplitMango. There are currently two visible layers 3rd layer invisible to mitigate some of the issues. Issues include the Slider w/ "Be involved and Contact"..link set-up a html/text rather CSS issues /programs. Carol has upgraded Hostica PHP to 7.1 but is not at 7.3 as issues stand. Action Item Carol/ Board need to look for the sponsorship levels previous package with SplitMango. Eric mentioned offer of passes and featuring of logo. Need to look into/offer display on Youtube channel. Coleen should be brought up to speed to help with this. Sho **Motion** for website redevelopment to be revisited by September 2019. Carol second motion carried.
- Need for employee to do website and social media content: Anjalica Solomon's name floated for this Action Item Daniyah. Action Item Look into rates Anjalica.
- Someone needs to start filming again there has been a drop in Youtube views this is related to the lack of filming. Payment had been \$100 a month (note: there is a backlog) There is a training guide. Sammy was to give their equipment a try on

monday as they have a tripod and the most up to date iPhone. Also they are familiar with final cut pro

- Sho floated Devon possible videographer
- CS Action Item: write up job description for a social media and website maintenance position.
- Action Item: check in with Johnny re: the official photographer situation
- Action Item: AS to msg Andrew regarding the YouTube backlog

Agenda Item 3) By-Law Update

- Link sent for approval by Weds of all changes made to bylaws by board members involved and community members. **Motion** to approve bylaws Weds morning Andrew Amanda seconded. Shown to community members as split page old by-law/new by-law. Do as powerpoint
 - EGM: date by the first week of April (Sunday, April 7th, 14:00-16:00)
 - Currently looking at downtown VPL community Room Action Item: Amanda to contact Library regarding booking (604) 331-3823

Agenda Item 4) Hiring Guidelines

- Examine the hiring process for the Slammaster position. Currently an elected position via the Slam Family Meeting .
- How to shift position so that there is proper mentorship/training/support? Ensure a set of criteria to fill? Do so in a way that promotes good faith inclusion.
- Town hall style which becomes the hiring committee
 - Job description by April
 - Inclusion in Hiring Guidelines
 - “Town Hall” meeting re guidelines

Agenda Item 5) Santiago

- Has vertigo. As the causes of this can range from something chronic to something short-term
 - Given Carol's/Johnny's need for Admin support **Motion** by Sho to offer to extend Colleen's contract seconded by Andrew. Carried
 - **Motion(s)**: by Carol hold off on staff reviews until mid-March & if Santiago is unable to continue with Admin job role to be offered to Colleen Seconded (AE). Carried
 - related Action Items : (AS) to contact Santiago re: doctor's recommendation(s) diagnosis///Amanda to email Colleen regarding extending her contract and if interested in the Admin role should Santiago be unable to fill it

Agenda Item 6) Arts Cohort meeting update: April 6, 2019

- Administration April 6th 2019: A strategic document built for capacity building becomes a 3 year plan. Arts cohort will operationalize this document

***(AE) left meeting at 15:00 switchover of secretarial duties to Carol

Agenda Item 7) Other business

- **Putting off staff reviews until Mid-March**
 - Already agreed to and booked for March 9 & 10 2019
 - Boardroom booked on both days between noon and 5
 - The meetings have the goal of helping staff meet our mission and abide by our values
 - To frame and exemplify a justice model
 - To provide staff with support where needed and praise where warranted
- **Social Media Policy**
 - It is agreed that we need one
 - Carol agrees to create a start, send to board and Daniyah as co-creators/editors
 - Bring a version to board meeting on March 17 (nnte: already on agenda blank for March 17)
- **Harm Reduction Policy**
 - Daniyah was asked if she knew what was intended with the addition of this to the agenda
 - She talked about accountability, framework, role of Active Listener, training and capacity building for Active Listeners, role and accountability in decision making, social harm reduction, for both substance use and mental health
 - Sho asked Daniya about complaints (*see in camera*)
 - Daniyah mentions Populas Map - Boundaries of Engagement to forestall abuse of process - or setting up process so that someone can't make of it an endless loop, that there is some kind of resolution in all cases. E.g.
 - That there be follow up within specified time limits
 - That there be outside mediators
 - That there be a session that involves the parties, active listeners, board members as witnesses and controlled by an outside mediator
 - That the mediator receive from the board incident reports, and specific goals the organization wishes to reach

- Suggests Camille Dumond as an outside mediator for resolution sessions
- Daniyah is going to check with Camille about costs and availability and let us know
- Sho is going to check with possible mediators with the Native Elders Association
- This justice model to be added to policy (Carol)
- Defining Accountability Statement: A statement of what happened, what we did about it, with the goal of transparency to community
- The goal is to have such mediation circle on or around March 24th, 2019
- **Meeting with Staff member**
 - Andrew received an email requesting a meeting with a board member but part of the staff's complaint is dealing with a straight white male
 - Carol agrees to meet instead
 - Sho asks that Carol take someone. It is agree that Carol will ask someone to go with when the meeting is held.
 - Carol agrees to stick to job related behaviours and leave interpersonal conflicts for mediation circle
- **Creative Coworkers as a space**
 - Denise Brennan 520 Alexandre Street
 - Daniyah agrees that we can mention her name as the referee
 - Meeting rooms cost about \$30
 - Possible use for EGM suggested
 - Carol to follow up
- **Sign Cheques**
 - done
- **Next Board meeting - March 17, 2019**

The meeting was adjourned at 16:15

