

July 5th 2020

Board Attendees:

Holden Wall (chair)

Amanda Eagleson

Frankie McGee

Staff:

Joseph

Regrets:

Carol Shillibeer

Colleen Brown

Leslie Stark

Meeting Began: 14:10

Meeting End: 15:16

Motions:

- 1) Motion from Frankie to approve the meeting minutes from June. Seconded by Holden
Motion Carried.
- 2) Motion to adjourn made by Holden. Seconded by Frankie. Motion Carried.

Action Items:

- 1) Joseph to send Leslie the picture and info on play (for auction)
- 2) Holden to Contact Colleen regarding notice to membership (rsvp/voting)
- 3) Amanda to share past AGM information with board and staff (available on drive)
- 4) Holden asked Colleen about residency (for her as an arts admin. And specifics of what's needed)
- 5) Amanda to send out script to board and staff for AGM
- 6) Board to engage in ongoing AGM prep
 - a) Board to determine a way for (or an "order") so that people are not talking over each other. Guidelines need to be drafted and give (part of script)
- 7) Holden to check in BlueJeans regarding options (similar to Zoom's "raise hand" option)

14:10: Meeting called to order

Agenda Item 1:

Holden Land Acknowledgement : *As we gather for this meeting physically dispersed and virtually constructed let us take a moment to reflect the meaning of place. Ask that we take into account where we are and the violence which happened to bring us to this place. And recognise the various traditional lands on which we do our meeting today*

Amanda Compassion Acknowledgement: *“Mistakes are always forgivable, if one has the courage to admit them.”*– Bruce Lee

- Approve previous minutes: Question regarding the minutes. Some back and forth as was confused about section is the “underlined section”. Determined this was the original section pulled from the policy manual the underlined section is what was removed from policy and that members to vote during the probationary period. Adjusted as strikethrough and noted as a part of the manual. Also added details as to choosing to hire internally for the WordPlay Coordinator position. Motion from Frankie to approve the meeting minutes from June. Seconded by Holden Motion Carried.
- Action Item Updates:
 - Joseph to send photos of his children’s play and a description out so we have for auction---he can then mail out directly to people sold to if this is easier (carried over)
 - Holden to select candidates for two people to tally votes at AGM (Holden to speak with Colleen about voting process)
 - Colleen to send out info so membership is aware regarding new members numbers (Done)
 - Board to form AGM Agenda (General Agenda Done)
 - Colleen to add Survey question gauging if continuing online events are wanted (Not applicable as combined with diversity survey one instead of two)
 - Board to add survey question to diversity questionnaire (Done two surveys merged)
 - Colleen and Joseph will arrive at a list of things with which they have assistance from Carol (ongoing)
 - Board to Discuss We Show Up pricing (up the base price?)---Against this for slam further discussion re: Verses events
 - Colleen to change “organization” to “society” in the anti-harassment section of the policy manual (done)
 - Amanda to assist Colleen in job posting (done: but also ongoing. Amanda brought up the financial cost of a charity village posting. Really only worth it for at least a month long post or if applications don’t come in. Has added to work in nonprofits site as well)
 - Board member (Frankie) add to anti-racism survey: where folks can rate different

steps we could take in terms of what's a priority for them (done)

Agenda Item 2:

Holden Reads Financial Report.*

https://docs.google.com/document/d/1TJp0ld0XcbZn7RUftsZ5xGoDfj2pU8R0HeIOB_UA_hwM/edit?usp=sharing

*Financial Report appears in the appendix of minutes.

Agenda Item 3 AGM Planning:

Amanda put link to EGM add on(s) in chat. Green is what it was... addendum is in red. Did add names as this seemed to be wanted at the meeting.

Frankie: Really remembers was primarily that Sammy presented bylaw changes.

Overall decided this document is fine.

Agenda Item 4 Email to Members:

Holden: Proposed edit text email to members about the agm would be voting method.

Amanda: Asking rsvp//advance copy of agenda and minutes from last agm.

Frankie: The part where there are two seats available? Putting the name forward is usually at the meeting

Amanda: Is for putting names forward in advance. Maybe with information that people can put name(s) forward at the meeting.

Frankie: Something more like "you're welcome to put name forward in advance".

Holden: Wants to keep this as an option... the spontaneous aspect of an AGM

Joseph: Has general questions about the AGM (who is voting and on what. Is this all predetermined)

Amanda: Will be all members present and some motions are predetermined but some may arise.

Agenda Item 5:

Training and Consults

- Anju Singh - possible consultant for supporting board in anti-oppression work (Colleen attended board retreat with Anju and thought she was very knowledgeable about artist run culture and practical)

- <https://artsbc.org/vr-register/#!/form/VirtualResidency> Holden to ask Colleen a bit more about this as appears to be for her (as an arts admin)

Agenda Item 6-7 (Other Business):

Virtual space / interaction guidelines.

Holden: We should have a Few minutes in the beginning to clarify this. It's often difficult in this format to hear what anyone is saying.

Amanda: Brought up time limits (people tend to dominate conversation and quiet people are overridden) -- Is this appropriate ? Does bluejeans have a "raise hand" option?

Holden: I don't think bluejeans has that. I think I'll try to go in early (before slam) and poke around.

Frankie: Brought up the recording of members. And that they have volunteered to take notes (in the event people don't feel free to speak freely).

Is decided to state in email Colleen will send that it will be recorded but to contact us if there are issues and/or questions regarding this.

Joseph leaves the meeting.

Some additional conversation regarding meeting format (if recording can separate out audio=likely no. And requirements for board turnover is 2/3rds of those voting at the meeting).

Holden: Adjourned meeting motion 15:16 Frankie seconded. All were in favor.

Appendix

Financial Report

Leslie Stark, Treasurer
Carol Shillibeer, Financial Coordinator

Board Meeting: July 5, 2020

Year-End Financials

As of Friday July 3, 2020 Avisar had not completed the Review Engagement. However, it is likely that this coming week will see the first draft documents. This will require a meeting (probably Zoom) between Avisar the FC and either the Treasurer or the Chair, and perhaps both. The final documents will need to be signed by 2 signatories. The board needs to consider whether those signatures should both be board members or the FC and the Chair as it was in the last 2 years.

Once the Review Engagement is complete, 2019 CADAC numbers can be updated and the Review Engagement will be released at the AGM this month.

Grants

The Gaming grant for 2020 was successful, and the awarded funds of \$7200 were deposited to the Gaming account. As of July 4, VPH has yet to receive the award letter. The portal says that if we have not received an award letter in 4 weeks to contact them.

To my knowledge the only outstanding unknown with respect to grants is the Canadian Heritage Anti-Racism Action Program. Notification emails include Leslie_Stark@vancouverpoetryhouse.com and admin@vancouverpoetryhouse.com.

