

March 11,2020.

Board Attendees:

Amanda Eagleson

Holden Wall (Chair)

Frankie McGee

Staff:

Colleen Brown

Carol Shilibeer

Regrets: Leslie Stark

Meeting Began: 19:19 (7:19pm)

Meeting End: 21:05 (9:05 pm)

Motions:

- 1) Motion from Holden to pass the February minutes (with edits). Seconded by Frankie. Motion carried unanimously.
- 2) Motion from Frankie to offer the team the opportunity to go to Portland (if they choose to) with a portion of the funds for travel/registration /accommodations Holden Seconded. Motion Carried unanimously
- 3) Motion from Holden for no future loans to be extended. Frankie Seconded. Motion passed unanimously

Action Items:

- 1) Amanda to reach out to Sonya regarding what is most convenient in terms of getting the award back. It is to be kept in mind that we may be in need of another nameplate (and therefore a change of base). Also ask about this when reaching out. If this is the case it may be necessary to ship or for Dana to bring (as he's in town earlier)
- 2) Amanda to draft a response to revised letter from community member concerning board response on issues of historic pattern of institutional racism within the organization.

- a) Entire board is to go over three main points of the letter on basecamp as the conversation is layered and was taking much of a limited meeting time

19:19 (7:19pm): Meeting called to order

Agenda Item 1:

Holden/ Land Acknowledgement:

We acknowledge that this meeting is taking place the unceded indigenous land belonging to the Musqueam (xʷməθkʷəyəm), Squamish (Sḵwəxwú7mesh) and Tsleil-Waututh people.. We should always keep this in mind and be respectful of this fact.

Compassion Acknowledgement:

A human being is a part of the whole, called by us "universe," a part limited in time and space. He experiences himself, his thought and feelings as something separate from the rest--a kind of optical delusion of his consciousness. The striving to free oneself from this delusion is the one issue of true religion. Not to nourish it but to try to overcome it is the way to reach the attainable measure of peace of mind--Albert Einstein

19:31 Holden made a motion to pass the minutes for February second with typo edits and removal of community members' names where not relevant. Frankie seconds. Motion Carried unanimously.

New member names read by Holden: Sarah-Audrey Mome, Joseph Collier, Nicholas Parlato, Mika Pierre, Romeo Villanueva, Juli Talerico, Gabriel Ordonez, Molly Berlin, Melina Peters, Dan Viragh, Santiago Urena, Wala Zaidah, Nico Rayne, Melissa Swann, Temp Sabatier, Tina Do, Kalia Attal, Cassia Johnson, Zainab Alwarid, Emily Hilton, Matt Bryant

Action Item Updates:

*Board needs to submit any other ideas for comps

*Amanda reached out regarding the Zac Legacy Project. New information is in the folder, some suggestions have been made, and Johnny is reaching out to people. This update led to conversation regarding the trophy. There is a need to reach out to Sonya regarding how best to obtain it (what is easiest for her) and to confirm if we need another plate for the name (and therefore a new base). Because if we do we will need it earlier, either brought over by Dana or shipping (the cost of which we would cover). Amanda volunteered to do this.

*Holden posted the board model (there does need to be further conversation regarding staff policy)

*Amanda sent the board Charity Village links

*There is a shared document which has been made by Leslie (between Leslie and Frankie) for chapbook readers. Progress had been made on this.

*Holden has prioritized Active Listeners and Hullabaloo volunteers as those needing background checks

Agenda Item Two:

Conversation about compass cards. As stands we would be providing the cards “ready to use” but they would need to be loaded. Colleen suggests less cards but with more money on the cards. 480--- 40 cards and 6.00 per card. All those present agreed this was a better way to go.

Agenda Item Three:

Board Model Review: We need to have further discussion on Basecamp regarding the Model specific to Staff Needs.

- This relates to concerns raised regarding the view that identical problem behaviors as people who have been expelled from the board are present in staff and unaddressed
 - Colleen points out that it should be stressed that the board is held to a different standard. That we should say that we cannot respond and have tried not to respond with specific accusations. That we are at a disadvantage in what can be discussed
 - Distinction between what’s been done in the past and the current situation
 - Further discussion to be held on Basecamp due to time constraints and the fact that we are only on the third agenda item
- Regarding “What a community Meeting Might look like (and how to make that safe) Whatever the format it is agreed that there needs to be a mediator completely outside of any of conflicts present
- Amanda has reached out to Cicely Blain Consulting
- Response to letter Action Item for Amanda
 - Noted that May 15th 2020 Anti-racism Action Program (a Canadian Heritage Grant) would determines a great deal in terms of what plans look like/where funds can be placed

Agenda Item Four:

Participation in Boss (Building Organizational Sector Sustainability) was discussed. Board will check with Leslie regarding her availability for this Vantage Point Program. Frankie and Holden cannot do this due to other commitments (training)

Agenda Item Five:

Regarding sending the team to Portland* Holden asks, Will the festival even happen? (possibility of being cancelled due to Covid)

There is \$7000 available for cost (for Adults) to go towards (csfw) which isn't an option...financially it's viable.

Frankie Motion to offer that team can go to Portland if they choose to with a portion of the funds that fair travel/registra/accommodations Holden seconded. Motion Carried

Agenda Item Six:

Discussion of Covid 19

Will Have List of hotels by March 20th. Decide about Willie (working New York and Boston) he may not be able even if festival happens (remote work). Lillian Toronto 2 weeks out.

**We will take the hit on the accommodation*

Basically working with assumption Hullabaloo pulls the trigger (on cips)***We will take it as it comes and continue to monitor the situation.

Agenda Item Seven:

Travel funding piece \$930 (distributed / portion paid back) balance \$453.03 unpaid. Discussion around remaining loan repayment. While not under the category of professional development would be considered a bonus for special curation fee for April (special shows that required extra work).

Discussion around the organization making loans and if there is an unhealthy dynamic in offering loans to a community of often limited financial means.

- Holden makes a Motion that the organization will not make loans in the future, Frankie Seconds, Motion passes.

Didn't get Enhanced Capacity grant. Further discussion

<https://docs.google.com/document/d/1sgXNfzBiCwxnZKFUbNpICqr709XoCmGAGTiuxVAqPYw/edit#heading=h.k7wumnzbzbyc>

**Full Report in Appendix*

Agenda Item Eight:

Cotyledon Submissions Page: Keeping until say yes or no to the people who submitted to it. Page still up. "Should we keep the page up"? Could be kept as a "watch this space".

Also discussion regarding: video submissions

Agenda Item Nine:

Updates made to file. Importance of community knowledge and history discussed.

Agenda Item Ten:

Update: BYRC partnership is happening. Main poet has been determined ***April May June****Will be in touch with the poet who requested information regarding Youth Slam.

21:05 (9:05pm) Meeting Ends.

Financial Report

Leslie Stark, Treasurer
Carol Shillibeer, Financial Coordinator

Board Meeting: March 11, 2020

Travel Funding

The total loan amounted to \$930.03

- Catherine transferred \$222.00 from Jenifer on February 1, 2020
- Catherine transferred \$255.00 on February 14, 2020
- The balance left is to come from Sam 453.03.

Sam has been in contact and they are currently facing a very difficult financial situation and needs an extension. This has been granted.

Banking

On February 3, 2020 Vancity approved overdraft protection to the maximum of \$10,000. Necessary signatures were obtained February 17, 2020 and the documents submitted on February 19. Overdraft protection is now active.

Policy Manual

Material added includes:

In general practice payments to vendors are made at the time of purchase.

In general practice payments made to artists for performances on Vancouver Poetry House stages are made on or one day after the date of the event for which the artist has been hired. In all cases, payment to an artist is to be made within 5 business days of the event completion, except in extraordinary circumstances.

Artists may choose to be paid by email transfer, by cheque or with cash. Program leaders or the party responsible for hiring the artist will provide the artist with the Financial Coordinator's email and provide payment information to the FC at least 1 week prior to the event, except in extraordinary circumstances.

Royalty Payments

Vancouver Poetry House runs a YouTube Channel using footage of artistic performances taken at VanSlam, and in some cases Verses. Program volunteers or staff gather written permission from artists. VPH utilizes statistics recorded by analytics on the YouTube site to determine ad revenue received from audience "views." The policy is to pay artists yearly using the general formula, VPH receives the first \$100, and the artist receives the majority share of remaining earnings. In particular:

- If the yearly earnings of the sum of all videos for a specific artist are between \$0 and \$100, no royalties are paid in that year.
- If the yearly earnings of the sum of all videos for a specific artist are between \$100 and \$200, the first \$100 is retained by VPH and %100 of the remainder are paid to the artist.
- If the yearly earnings of the sum of all videos for a specific artist are greater than \$200, the first \$100 is retained by VPH and %75 of the remainder are paid to the artist.

For ease of comparison, statistics are gathered on March 3 of each year. Like with other payments, payments are to be made within 5 business days of such analysis.

Grants

BC Arts Council awarded us \$30,000 operational funding for 2020. Last year we received \$28,000. We were also awarded a one-time supplement of \$1500.

BCAC declined our application for Enhanced Capacity. Because of that we will need to re-think the envisioned 4 Tier 1 spots.