

**May 10<sup>th</sup>,2020.**

**Board Attendees:**

Amanda Eagleson

Holden Wall (chair)

Frankie McGee

Leslie Stark

**Staff:**

Colleen Brown

Joseph Dandurand

**Regrets:**

Carol Shillibeer

**Meeting Began:** 14:10 (2:10pm)

**Meeting End:** 15: 20 (3:20pm)

**Motions:**

- **Motion:** Amanda motion to move the July 2<sup>nd</sup> 2019 AGM prep minutes to the G-Drive. Holden Seconded Carried.
- **Motion:** Amanda motion to Approve last board meeting's (April) minutes. Frankie Seconded Motion Carried.

**Action Items:**

- 1) Colleen and Joseph will arrive at a list of things with which they have assistance from Carol

- 2) Action Item: To discuss Policy Manual Updates on Basecamp
- 3) Action Item: To continue the conversation on distribution of labor online
- 4) Action Item for Board and Staff: On Basecamp. Develop Questionnaire questions
- 5) Action Item for Holden to select candidates for two people to tally votes at AGM
- 6) Action Item Select an exact day and time in third week of July for the AGM
- 7) To complete policy update Agenda item on Basecamp with Carol's input

Meeting Starts at 14:10 (2pm)

Some technical issues meeting called to order 14:12

Holden: *We acknowledge that the programming of VPH largely operates on the unceded Indigenous land belonging to the Musqueam Skwxwú7mesh and Tsleil-Waututh People.*

- As this is a remote meeting participants are invited to consider their own position with regard to the land where they find themselves. The home they live in. The land that occupies.

Amanda: "I can be changed by what happens to me. But I refuse to be reduced by it." — Maya Angelou." We should continue to show ourselves patience during this time. And remind ourselves there is no "right way" to be during this time

Due to ongoing mic issues Joseph temporarily leaves to see if logging back in helps (as does Leslie due to connection issues).

Amanda: (Once Leslie is back) we can continue on with the meeting minutes just to get the first agenda item out of the way.

*\*The board are really the only participants needed for this section*

Holden: Start with looking at the minutes last July (July 2<sup>nd</sup>) of 2019 these are minutes

which were passed but not saved in the G-drive. They were prep minutes for the AGM. (there were about 4 minutes of technical issues)

Motion: To move the July 2<sup>nd</sup> AGM prep minutes to the g-drive Holden Seconded. Motion carried.

April Board minutes. A clarification was noted from earlier Holden, this was edited. There were no other corrections prior to the meeting. Amanda asks if anyone has any other changes they want to make? Board reads over minutes from the provided link.

Motion from Amanda to approve April minutes. Frankie Seconded. Motion carries.

Holden as Leslie is cutting in and out due to wifi issues we should move onto the next agenda item (the third) agenda item (which is an update of the policy manual).

**Agenda Item Three:** As this was added by Carol who is not able to attend Amanda suggests conversation put up on Basecamp.

**Agenda Item Four:** New and renewing members (Colleen).

The reading in of new members (some discussion if renewing members needed). “point is if someone asks to be member who somebody on the board (or otherwise) recognizes would be very problematic”—it would be to prevent their membership (she’s not sure HOW this would be done but that is the purpose)

*Note:Leslie comes back on phone audio*

Amanda Reads in the Names of New Members; Nadia Landman, Minhnhon Nguyen, Aoife Riach. Just to cover all bases: Sean Mcgarragle, Jano Klimas (have renewed).

Also as we discussed the need for board members to renew prior to meeting: Amanda Eagleson, Holden Wall, Frankie McGee, Leslie Stark all renewed membership.

**Agenda Item Two:** As Leslie is back she reads the financial report.<https://docs.google.com/document/d/12UV6oJS1x6LmAldyiiEJrBQmIFCTPnRW90qMEHZon-A/edit#heading=h.k7wumnzbyc>.

*\*This is available in the appendix.*

*In extreme situations such as the Coronavirus pandemic, a laid off contractor who also has signing authority on the Vancouver Poetry House accounts may keep their authority to sign financial transactions during the period of their layoff. Should the contractor resign, their authority to sign shall be revoked within 7 days of the effective date of their resignation.*

Grants’: Arts Council 50% of base amount

Balance 2021 already approved for next granting cycle (but will need to apply).

Gaming Grant submitted

Artist Fees: With the exception of 2 cases, all artist fees have been paid out. These two cases are at the request of artists who will be paid once digital material is produced.

Telus was let known of changes. No response.

Holden: "Thank you Leslie"

**Agenda Item Five Workload: Financial Coordinator**

Holden: No person is assigned to present this item? Unsure of what should consist of.

Amanda: Carol had indicated the need to add a workload conversation and I added the financial coordinator role conversation as to me these two points intersect. What I wanted to discuss is the changing of that position as Carol does a lot more in reality than a typical financial coordinator. Also wanted to discuss adjustments to the position. That the AA and AD do the hiring on that. To me it's a complimentary position to the AD AA (helping budget towards the vision of the AD and working directly with the AA.

Holden: I think that's the process we have in play with regards to Tier One and Tier Two hiring.

Amanda: This is. But currently it's a Tier One and I think this should be made a Tier Two position.

Holden: Yes based on pay scale and nature of position (unsure if it makes sense) for it to be a Tier One position. My experience may be limited but AA AD Tier One then everyone working underneath those as Tier Two makes sense.

Leslie: For most organizations this would be the case. In this case the difference would be that Carol was doing a lot more than what this would generally entail. So that was the reasoning behind that.

Colleen: How I've been thinking about it is more who we're likely to be able to hire. An "arts bookkeeper" easy to find. For this year Carol took on (with Verses) an "Operations Coordinator" role; she provided help with venues and assisting with the AD role. I can't imagine we would find someone who will do all of those things for the amount of money we were giving Carol to do those jobs. We need a "bookkeeper".

Amanda: This brings us to; moving forward, how we want to divide up labor without Carol there. Fairly sure she has a list which could assist. Switching the Financial Coordinator position out for

a Bookkeeper makes sense for the reasons stated especially salary (in agreement on that). This change does highlight the need for a conversation on labor distribution though.

Frankie: Colleen, if we hire a bookkeeper maybe we could have the Operations Coordinator piece more a shorter-term contract? Is that what you see?

Colleen: it might be good for Joseph and me to go through and make a list of things we need Carol for.

Joseph notes in the chat box that Carol has recommended/has such a list.

Colleen: My nervousness is in losing her with regards to liaising with funders. Also working together on grants “more someone to talk to who is really in the weeds of the thing”. Bookkeepers help with the financial aspect (of grants) but the liaison work (that Carol does) that ...I’m not even sure what that is.

Amanda: If you and Joseph do up a list “here’s what I’ve needed help” on / will need help with or learn.

Colleen: She was also very helpful with grants in terms of needing a second person go over them with.

Amanda: I hear that, if only just to bounce stuff off of.

Amanda: Meeting planning. AGM planning. I was thinking of holding a couple of meetings in June? And narrowing in on a date. I lean towards a later date. I believe we just need to have it within the year. I would want to give lots of lead time because I believe people have to be members for a solid month in order to vote.

Colleen: It’s three weeks.

Amanda: So, we’re giving people a lot of time. Also just because of the current format. I am not a fan of this—(virtual meetings)—I get distracted. So that was another consideration and I feel like it will take a while planning wise. If doable my preference would be August.

Colleen: Do we want to have a community meeting?

Holden: Like the June planning month last year?

Colleen: Not four. But something. To have a topic.

Amanda: I would want to have some sort of addressing diversity on the board, because that has been brought up. And issues of diversity in governance (the need for more supportive structures). I would want that to be addressed because I feel like sometimes there’s bad communication between the community and the board.

I want people to know that we've put in for a diversity grant and we have been in contact with a consulting firm regarding a diversity audit. I want people to be informed of this, and to know we are making this a priority.

Colleen: How should we present this. What do we want to say? If we were to ask the community a questions?

A: We can ask; how can we improve engagement? And state that it's come to our attention at a governance level there is an issue with systemic racism. And just, not enough inclusion at a governance level in relation to staff.

\*Joseph briefly leaves room.

L: I think a statement might be better than a meeting. People may come with questions we may need to answer on the fly. Whereas with a statement we can at least have stated what is in progress. Have we heard anything back from the community member who initially brought up these concerns?

Amanda: No

Colleen: Another way to think about this is, if we want to bring people together and have a rich conversation, *what would we ask of them*. You've put in for this grant, and I see where board recruitment is a conversation but, even that is more an active process from the boards point of view.

What are we curious about from the community and what do we want to help with? For me, it's "*What's working online? What works and what doesn't work?*"

Leslie: And that is an important question.

\*Joseph returns to conversation

Conversation about how unlikely that the slam will happen (in a physical space).

Frankie: Are there other things that people want to see online? For example: mentorship

Leslie: Asks about the *Speak North* questionnaire. It's long so we may not want something that length but in the same general vein.

Colleen: We started that way last year. With a questionnaire. Could help determine what kind of useful conversations we could have about diversity as well.

Frankie: Doesn't need to be long. (Frankie sent link in chat)

<https://docs.google.com/forms/d/e/1FAIpQLScdInst7QYJ8li1eNkGTjabQdQVFTT9AQeufDJmNH3cF41cvQ/viewform>

Leslie: So you are all aware I have asked about the Diversity Grant. We would hear back 6mths after it's filed. So, we won't hear anything until June.

Colleen: The Vancouver Foundation Grant has a caveat that they may not even read all of their grants.

Amanda: Which is at least honest. An Action item should be to develop a questionnaire.

*Some discussion between Leslie and Colleen regarding online teaching and the challenges of this. Which goes into conversation about Wordcamp.*

Joseph responded in chat that everything is just paused (regarding Wordcamp). Further questions regarding if it will transfer to online.

Joseph says there hasn't been much conversation regarding that and culturally speaking much of the material would not transfer over to an online format.

Comment from Leslie regarding the difficulties of format and potential burnout from all of the online learning happening with school.

Joseph indicates likely waiting until next year.

Everyone agrees with this.

Holden: Should we think of deciding on an exact date for AGM (**Agenda Item 6**). Can we get to an exact date?

Leslie: *We should* target a date.

Holden: Would be prudent to have the AGM online (even if we're able to have some people together in a physical space) some people will want to and some people *have* to stay home until there is a vaccine. Just to make sure people are able to come and participate, this should be held online.

Leslie: Questions parameters around the fiscal year.

Colleen: We should target the end of July.

Action Item : Finding information as to rules surrounding time frame. (this is cancelled out as Leslie finds answer)

Leslie: The AGM needs to be within 15mths of the previous one and not later than 6mths after the financial year. The latest we could do would be July.

Amanda: The third week in July (so Leslie is able to attend).

Colleen: In which case we should have a last call for membership by the last week in June.  
Community planning meeting first week of June. Questionnaire by End of May

Amanda: Briefly brings up the membership form and that wants to make the form in drive more legible.

Colleen: The only issue is that there is a number system that feeds content to another form. This would be the only issue.

Amanda: I can start a separate sheet. I had concerns about sign in for signing people in with this (online format).

Colleen: We can record it, and people can speak their name and we know they are there. As for voting we can have a designated person in charge of the voting. Colleen: Action item for Holden to select someone who is trustworthy for voting. Or we could have two vote counters.

Holden: So we have the AGM the third week in July. Date and time?

Amanda: I am good with the third week in July for now. Action Item; to select a day and date for meeting.

Holden: Moving through the Agenda (**Agenda Item 7**): The Vancouver foundation Grant?

Colleen: I put that in there, but it's actually done. Was done for education. Broadway youth artists and get students some kind of technology to participate and I budgeted for tablets. Did not solve the problem of wi-fi.

**Agenda Item 8:** The summary of the two Vantage Point workshops will be put on Basecamp.

Leslie (following pause for technical difficulties) **Agenda Item 9:** Chapbooks poems are printed out. Haven't checked in (with readers) since the house burned down. Regarding the auction asked and tagged. Many donating chapbooks, and \$165 in cash donations has already come in. Please share with your social networks. Exciting: Brad Morden (offered to donate from Write Bloody North and he said we might have some from 'voice muffled'?)

Colleen: We have a whole box Ian Keteku and Titilope Sonuga's books

Lelie: And Brandon Wint and Lucia Misch books are also coming out and he is willing to donate some there. So, things are coming in.

Amanda: That's it for the agenda. Will try to have the minutes out by tonight.

Holden: Calls meeting to a close. 15:20 meeting ended.



## Financial Report

Leslie Stark, Treasurer  
Carol Shillibeer, Financial Coordinator

Board Meeting: May 10, 2020

## Policy Manual

Material added includes:

In extreme situations such as the Coronavirus pandemic, a laid off contractor who also has signing authority on the Vancouver Poetry House accounts may keep their authority to sign financial transactions during the period of their layoff. Should the contractor resign, their authority to sign shall be revoked within 7 days of the effective date of their resignation.

## Grants

BC Arts Council has authorized a pay-out of 50% of our base amount (\$30,000, payout being \$15,000) in April/May 2020. This money comes from year 1 of the 2-year 2021-2022 funding. The balance of the grant will be dispersed normally in early March 2021. Our application date for this grant is September 30 2020. Since we haven't even applied, this indicates that we're already in the approval stage for base funding for the next granting cycle.

We received notification of the resilience funding promised by BC Arts Council. We will receive \$5,000.

Canada Council has deposited \$15,800 to our organization account as of April 20 2020. This is a portion of our base amount.

The City of Vancouver grant arrived on April 9 2020 in the amount of \$8,800.

The Gaming grant has been submitted.

A grant has been submitted to Vancouver Foundation to cover costs associated with the Broadway Youth project.

## Artist Fee Payouts

Except in 2 cases, all artist fees have been paid out.

The 2 cases are:

1. Willie Charlie - Mr Charlie asked that we hold his payment until such time as he and Joseph have had the chance to do the filming that was promised in lieu of the Verses 2020 performance that he would have given.
2. Will Perdomo - An agreement has not yet been reached about replacement performance, but when that is complete, payment will be issued. This will probably be resolved in May.

## Deferments and Changing Strategies, Letters to Funders

**Telus** was contacted with regard to the forced change of plans to Word Camp 2020. No reply has come back as yet. This will be followed up in early May

All other funders have agreed to deferment.

## Budget

The Worst Case Scenario budget has been continually modified as new data has come in. An updated version will be available to the Board for the June meeting.