

2019 VPH Board Meeting - Sunday, November 3rd, 2019, 14:00

Board attendees:

Carol Shillibeer
Sammy Bassam
Daniyah Shamsi
Holden Wall (Chair)
Frankie McGee
Leslie Stark

Staff:

Colleen Brown
Tessa Bourguignon

Regrets:

Amanda Eagleson
Sam Peters

Action Items:

- 1) Colleen will contact building security for their fire plan
- 2) Board members are encouraged to complete youth partnership forms
- 3) Ask Amanda to follow up with Jackie Wong re Code of Conduct
- 4) Letter to Joseph to be Written by Frankie
- 5) Frankie and Leslie to Draft Letters to former staff

Motions:

- 1) Motion to change and approve agenda Holden. 2nd Frankie. All in favour

Meeting Began: 14:06

Break: 16:30

Meeting Ended: 17:20

We Acknowledge that this meeting took place on the unceded Indigenous land belong to the Musqueam, Skwxú7mesh, and Tsleil-Waututh people.

Meeting comes to order 14:07

Holden: Compassion statement was a paraphrase. We're all here to make poetry for people.

Holden: Introduces Joseph to the board

Joseph: Thanks board for coming. Stresses the theme of Being of Good mind and Good heart. Everything will work out. Thanks board for opportunity to be the Artistic Director

Colleen: I want to thank you for being calm and thoughtful

Holden: Colleen staff report / already approved raising prize money / depending on grants we'd like to raise artist features to \$150 and making baseline for Verses as that \$150. Want to improve poets fees.

Holden reading Sam's report :

What's Happened:

We hired two new videographers to get the Youtube Channel back up and running, and added two new hosts to our hosting roster. Indigenous Barbie, Kimmortal, Tasha Receno, and Catherine Garrett are our feature poets for November. The scores are updated and added to the Facebook page, and tentative dates have been set for competitions happening in 2020.

What's Coming:

I've pushed back the survey project and will work on it in the new year once I have a few more months to connect with what's happening in the scene. Nicholas and Sarah-Audrey, our new videographers, will begin filming slam next week. Drag slam will be happening on December 16th, where drag performers will be competing slam-style for a cash prize while poets showcase their work in-between. I'm hoping we can schedule a hosting workshop so we can add more hosts to the roster and train our new hosts by the end of the year.

Holden: Hoping for end of November hosting workshop

Sammy: I'm currently serving as national director Spoken Word Canada / Speak North. This name was selected by board from submissions

CFSW 2020 will not be happening. Will be a visioning summit and retreat will be held near Ottawa. Geared to leaders to reexamine what the festival will look like moving forward. To remember why we celebrate poetry every year.

Sammy: Recommends making team member opportunities available. Identified local communities, communicated expectations, have to align with our mandate to participate

Fire Alarm break 2:25 / 2:40

Carol: Before deciding what to do with team for slam wait for Speak North to meet?

Asks Sammy for time frame?: Late September 2020 visioning summit. Push decision making part of to December board meeting.

Sammy: Sam should make it clear to competitors that CFSW will not be holding a competition in 2020

Daniyah asks for the fire protocols for this office. Colleen will contact building security for their plan

Colleen: Youth partnership forms. Colleen created a form to fill out and encouraging board members to complete them so we have.

Motion to change and approve agenda Holden. 2nd Frankie. All in favour

Leslie: Reading financial report.

Financial Report at the end of this document.

Colleen: \$3000 in PD money has been assigned already and we are not spending all of that because there has been a lack of response to the professional development day. Hosting workshop expenses will be coming out of the unused portion.

Daniyah suggests: Free training as a perk for getting a grant from City

Frankie: Asks where we are with outside person to vet policy to consultant

Carol: Has anyone asked Amanda what the status is regarding consultant (Jackie Wong) / Oct 11 Basecamp discussion on director's code?

Carol: Ask Amanda to follow up. Sammy adding a comment to the Basecamp thread

Colleen: Suggests put a cap on staff and board training spots / Arts Cohort.

Carol suggests \$250 for Jackie Wong

Colleen asks that the board fill out the youth partnership research form because we need to start reaching out in January.

Joseph asks about board troubles.

Leslie: References staff member's letter and content: that we haven't been dealing with systemic racism. We need to address what the letter had to say.

Daniyah/Sammy: 3:29-3:34 – Discussion regarding their confusion over an old email that Carol sent saying some good things were happening at VPH

Leslie: Reads out the staff letter referenced.

Sammy: Will be standing down as a director at the end of this meeting

Leslie: I brought this up because if we don't address it we'll shoot ourselves in the foot. Suggests board training & anti oppression training.

Daniyah asks Joseph: Joseph, is anything a surprise here for you.

Joseph responds: I don't clearly understand everyone's role and how to make this work. I am really questioning whether to stay with the organization.

Daniyah asks: Would you like a coles notes form?

Joseph expresses that he has no interest in involvement in board issues.

Sammy: Expresses frustration, and the need for a full out anti oppression audit.

Joseph leaves.

Sammy: Upset hasn't seen the prioritization of systemic racism being addressed.

Colleen: Who will write the letters? (to staff)

Frankie and Leslie: Will be part of a team to draft those letters

Daniyah: The challenge I'm seeing is in the admin and operations of this organization. Suggests a hybrid model where there are 2 chairs. These are all things I've brought up for what an organization can do / am an anti racist.

Carol is done with the board as of the end of this meeting.

Daniyah: We need to determine models / need to revisit models

Break 4:30

Sammy leaves

Carol leaves

Resumes:

Holden taking notes.

Holden: We need to shift - Kitchen metaphor: A competent and hardworking front line/kitchen staff, but we need to clean out the fridge (years of moldy tupperwares).

The organization works fine without the board (involved)

The board has been "off-line" for the past two months and the staff have been just fine
We need to do a total anti-oppression audit of the board.

- We should start with hiring policy (colleen says that's where the most mistakes have been happening)

Daniyah: We're structurally fine, but we're culturally severely lacking

Colleen: To deal with this cultural situation, we should be listening to Joseph and considering taking his path rather than the way it's always been. Consider supporting the direction that he wants to take the organization

Leslie: That should be in the letter we send to Joseph to check in and reach out after this meeting

Colleen: Remember what he said. He doesn't want to be involved in this board drama. He wants to move forward. There's no need to re-engage in that part of the conversation. We do not want to lose him.

Leslie: Brings up the need for communication. We should be doing all the staff reports first, before we start making board decisions. We need more staff reports and better communication.

Colleen: The board can support staff by adjusting the hiring policy, looking at strategic plan, and regularly listening to and paying attention to staff interests.

Holden: What do we focus on, moving forward?

Holden expresses that is still learning how to be president / chair. Still learning how to be a board member. All of this is still very new. Need support, and board training. Think all board members could benefit from board training as a base-level improvement for our functioning as a board. Especially needs training in how to chair meetings.

We have access to free board training resources, as was mentioned earlier this meeting; we should be using them.

Daniyah: If you don't know how to do the role, why did you accept the nomination of president?

Leslie: I didn't know how to be treasurer for the first year that I was in the role. I learned and was supported by other board members, and did my best to learn.

Frankie: Part of the purpose of this board is to allow community members the opportunity to build new skills and take on leadership roles. If we aren't supporting folks to learn skills then we are losing community focus.

Meeting adjourned 5:20 pm

APPENDIX

Financial Report

Leslie Stark, Treasurer
Carol Shillibeer, Financial Coordinator

Board Meeting: November 3, 2019

Insurance

Previously, VPH has had Board insurance alone. Because we have liability at our events, and because we will be extending wordplay programming outside of the sheltered school environments, it was decided that we would extend our coverage.

Colleen identified Front Row Insurance Brokers Inc as a company that commonly handles event insurance. They also do board insurance.

Shaw & Sabey previously provided board insurance to us with a \$2M liability for the cost of \$835 per year. This represents a discount due to our membership with BC Alliance for Arts & Culture.

Front Row will provide us the same board coverage for \$425, also representing a discount because of our membership with BCAAC. This is renewable on June 1, 2020. The amount will be prorated for this year.

The Full actONE Policy, which covers theatrical coverage, but also includes Abuse Liability will cost us \$3,258 per year. This is renewable October 16, 2020.

Proviso:

- Abuse Liability is subject to review of workplace policies and procedures.

Review Engagement, Avisar & CADAC

VPH's first Review Engagement has been concluded. Financial statements for 2017 & 2018 have been revised as a result.

The cost of the Review Engagement was \$7,350.00 (including GST) for 2018. Avisar estimates it will be slightly less for 2019.

Because of the updates to 2017, CADAC numbers had to be unlocked are revised so they matched the numbers presented in the revised financials. With the help of Miary Rakotomalala, our support person at CADAC, this has now been completed for 2017 & 2018.

This means our funders now have access to approved numbers.

Grants and Budget Approximations

Our BC and Canada Council grants are in. We applied for:

- \$30,000 Enhanced Capacity, BC Arts Council, 1 year only, primarily to raise salaries and increase staffing but also includes so training funds. Notification January 2020?
- \$35,000 Operating Assistance, Professional Arts Festivals, 1 year only as they change their application system to the new portal. Notification March 2020?
- \$85,000 per year (4-year request is \$340,000) Engage & Sustain, Artistic Catalysts, 4 year application 2020-2023. Notification April 2020?

Notification dates are approximate. It is unlikely that we will get all of what we asked, and it is unlikely that we will get none of what we asked. It is most likely that we will get some of all of the above.

In addition to the payment registers, there is a 4-year budget and a month-by-month budget in place. The total document is called "VPH Budget". The first sheet, called "organization" represents the summary of all the programming and admin sheets that follow. Following "core" is the sheet "Month by Month" which shows actual and projected revenues and expenditures for the month prior to the current one, up to 12 months into the future. Primary responsibility for its upkeep belongs to the Financial Coordinator.

Much of this is projected figures. We cannot yet know how much funding we will receive from any source. As figures come in, the budget is updated. Right now it shows a possible problem post-Verses 2020. There is a projected deficit of \$4300 in May and \$2800 in June.

Once banking signatures are finalized at VanCity, the FC will go to the bank to seek information about getting overdraft protection.

Travel Funding

The Board of Directors approved \$7,000 per year of funding that would be used toward team and representative travel. It was agreed that for 2019 the bulk of the funding would go to the youth team to allow them to travel to Voices of Today. It was also agreed that any balance left over would be utilized for other travel purposes. Since there is a remainder, it was agreed by majority decision that this would be given to the CFSW team to augment their expenses.

The CFSW 2019 team applied for a loan from VPH to enable them to travel. This was agreed to by the Board. Subsequently the Financial Coordinator used the VPH credit card to cover 3 flights and sent \$200 through the EFT account to offset land travel costs, such as buses and

cabs. The team agreed to a payback date of December 1, 2019. With the application of the left over funds from Voices of Today, the total loan to the CFSW team is \$930.03.

Total Funding Available__\$7,000.00		
Purpose	Expense	Total
Voices of Today__Registration Fee (EFT)	\$ 80.00	
Voices of Today__Flights (Visa)	\$3,289.24	
Voices of Today__Accommodation (Visa)	\$1798.50	
Voices of Today__Food (Petty Cash)	\$ 487.84	
Voices of Today__Ground Transport (Petty Cash)	\$ 298.75	\$5954.33
Remaining Funds		\$1,045.67

CFSW Team Loan		
Purpose	Expense	Total
Registration Fee__sent by EFT (VPH agreed to pay this)	\$ 80.00 (not charged to team)	
Flights__on VPH credit card	\$1775.70	
Ground Transport__sent by EFT from EFT account	\$ 200.00	\$1975.70
SubTotal		\$1975.70
Remaining funds from Voices of Today applied to loan	\$1045.67	
(Due date: December 2019) Total Owed		\$ 930.03