

VANCOUVER POETRY HOUSE BOARD MEETING

Sunday, January 20th, 2019

NEXT Meeting: Sunday, February 17th, 2019

Action Items:

1. 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
2. Frankie to continue working on Youth Worker Policy; connect with Sho about possibly getting copy of youth policy used by United Native Youth Association
3. Andrew to follow up with Johnny regarding getting paperwork etc, set with bank (based on previous meeting with Accounts Manager)
4. No other names were similar to Vancouver Poetry Festival. Andrew will check Who Is regarding current owners of VPF
5. Sho will talk to Christie Lee about land acknowledgement wording—
6. 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
7. John to share any information/details Sonya and Dana in terms of Active listener program (has already emailed)
8. 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)
9. Carol to look possible templates available online for reporting. Daniyah may share what they have.
10. Daniyah will provide any further cost/details regarding Mental Health First Aid and/or Anti-oppression training.
11. Johnny and Santiago further breakdown of projections for June/July Wordplay for anti-oppression training
12. Amanda to write description of the Honorary Board Member Role
13. Carol to work on bylaw changes to allow for changes board membership rules, in regards to payment.

14. 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

Motions:

- 1) Motion to approve Minutes from December 9th. Motion by Andrew. Second by Carol. Carried
- 2) Motion to approve increase from \$300 over two months to \$700 for the Active Listener Coordinator. Motion by Andrew. Second by Frankie. Carried
- 3) Motion to raise Wordplay Coordinator to \$800 to start in April. Motion by Andrew. Second Carol. Motion carried.
- 4) Motion to Approve Budget. Motion by Andrew. Carol Seconded passed.
- 5) Motion to Approve Mailchimp Letter/Membership list. Motion by Andrew. Second Carol. Carried

Board Members Present: Amanda Eagleson (AE, acting Secretary), Andrew Sutherland (AS, acting Chair), Carol Shillibeer (CS), Frankie McGee (FG)

Program/Staff Guests: Johnny MacRae

Community Members Present: Daniyah S, Garima

Regrets: Sho Wiley

Meeting Began: 12:05

Meeting Ended: 14:20

Agenda adopted 12:06

Agenda Item 1) Approval of minutes, Action Items

- Minutes from December 9th. Andrew motion. Carol Second. Carried
- Action Items:

- a. John M to meet with Hal, Tessa, Mariah. Volunteers for social, filming, local help for Slam and other needs—Done but ongoing further report next meeting
- b. Carol to contact Riverside (310 cheque)--Done
- c. Frankie to continue working on Youth Worker Policy; connect with Sho about possibly getting copy of youth policy used by United Native Youth Association—item deferred until next meeting
- d. Meeting with VanCity Accounts Manager to transition account type to one that will allow for corporate credit card and account that reflects nonprofit status—Meeting Done but Andrew to following up with Johnny to get this set/paperwork
- e. Andrew to look at other possible domains for sale similar to Vancouver Poetry Festival--Done there's none. He will check Who Is regarding Vancouver poetry festivals current owners
- f. Sho will talk to Christie Lee about land acknowledgement wording—deferred until next meeting
- g. John arrange meeting with Jeff for February update meeting to assess how the changes affecting both VPH and Café Deux Soleil and report back—John check with Hal or back with Carol regarding contact info to arrange this (also to have contact info)
- h. John to reach out to Mariah asap to let her know what's happening discuss venue—Done
- i. John and RC meet with Alastair at Havana—Done
- j. Amanda to draft post to tell community bones of how hiring process works—Done
- k. Carol to post a call to membership to join fundraising committee – Done
- l. John will reconnect office printer to allow use—Done

Agenda Item 2) Debrief of Hiring Process

- Hiring Guidelines Revision Discussion. Revisions are at a starting point right now. There needs to be both board and staff input relating to short-term contracts (especially relevant during festival season) , special curations, positions that need to be filled briefly and expediently

- Improvements needed in terms of hiring process as discussion regarding appropriate feedback/giving feedback without violating confidentiality in a way that is still useful. Amanda brought up the need for personal one on one feedback and Johnny added to this giving people the option of written feedback (again within borders of confidentiality)
- 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

3) Volunteers

- Active Listeners at Slam process of expanding the role and what it would look like esp. expansion of the organizer's role . Frankie asked about the note on "conflict resolution" and Amanda stated was meant to address how current conflict resolution policy would play out. Or more accurately Active Listeners providing information regarding incidents or simply feedback. Daniyah brought up conflict or incident report templates. Carol to look possible templates available online for reporting. Daniyah may share what they have.
- Overall concern is creating a welcoming space (conversation looped back to this when discussing operational budget

4) VPH Operational & Projected Budget

Johnny went over projections (available in docs)

- Largely based on past year:
 - Granting that is either confirmed or near so
 - Grants based on how issued in the past: specific notes Canada Council for the Arts grant listed as 45,000 portions holdover 2020. Represents "usable funds". Canadian Heritage 9500. Community Gaming's know have 5000 (transit shelters are "in kind").
 - BC Arts funding 34000 (Wordcamp 8000)—further breakdown CORE/PROJECT/TRAVEL.
- Youth outreach focus metro Vancouver
- Capacity Building= surplus staff/bonuses etc. (what to do?) Main: Wordplay Coordinator. Current monthly payment of \$250 covers outreach/artist scheduling/newsletter can be somewhat padded when they are booked (artist fees) but this still involves the extra work of the workshop. Is not reflective of amount of work done. Slammaster rate much higher.
- Surplus under professional development: Mental Health First Aid Anti- Oppression training. This went back into Volunteer training especially as related to Active Listeners. Daniyah provided info regarding Mental Health First Aid cost. This is approximately

\$800. A 16 Hour course. Certificate/Transferable skill. They will/are open to providing further cost detail/info

- Action Item: June/July Johnny and Santiago further breakdown of projections Wordplay for anti-oppression training

Noted: private sector revenue was kept in mind. Most likely lowball number, but probably best way to budget it.

- Andrew: Motion for raise in Wordplay Coordinator for April Start Date raise wage to \$800. Carol seconded (13:30)
- Re: Active Listener Coordinator. Johnny details Sonya and Dana in terms of Active listener program. This role's payment was 300 over 2 months.
- Andrew: motion to raise AL coordinator to 700\$ Frankie seconded. Carried
- Andrew: Budget Approval motion. Carol Seconded. Carried (13:40)

Discussion on having a more holistic focus. Johnny brought up conversations with Mariah and Hal regarding mentorship. The New Shit Slam. Restructuring of Youth program possible development with more mentorship/development.

5) Honorary Board:

List is a combination of Coleen's original suggestions and board/community input.

General Clarification of Role: The people on the Honorary Board have few expectations placed on them. They are offering their name to the organization to demonstrate longevity, success and connectedness to public funders and hopefully name recognition to potential sponsors and donation campaigns.

Johnny and Daniyah assisted with additions and (current) retractions of names:

Brendan McLeod, Barbara Adler, C.R. Avery, Shane Koyczan, Drek Daa, Cass King, Andrea Thompson, RC Weslowski, Fernando Raguero, Sasha Langford, Lisa Slater, Al Mader, Magpie Ulysses, Lisa Wilson, Kona Katranya, JB the first lady (Jerilynn Webster), Christie Lee Charles

- In order to make job of contacting potential honorary board members easier a description of the role of such job to be written Amanda
- Leslie/Barbara A/Sho help regarding contacting people. Those with strongest connections to individuals

6) Membership Benefits:

- Membership list/letters from Mailchimp. Motion to approve Mailchimp letter/membership list Andrew Carol seconded. Carried
- Agreement regarding the fact that current membership benefits are largely unnecessary. Further Johnny brought up the necessity of the \$5.00 fee. May not be much be much for many but an unnecessary barrier for some. Suggested a toonie (2.00 fee). Board

discussed fact that fee is waivable anyway so why not do away with it altogether. Was decided a range would be a good idea \$0-100 (as being sort of a fun one, tongue in cheek, plus some people can give a bit more).

- Carol brought up the changes to board membership rules with regards to being able to accept payment (for competitions etc.) changes need to be made to bylaws in order for this to be enacted. Changes to these rules are pending bylaw approval.

7) Other Business

Daniyah shared information on VanCity Community Foundation (based on committee work). Also the less front facing opportunities within VanCity donor funding/private donors. Intends to share further language information regarding drafting details.

Discussion between Daniyah and board regarding At Risk Youth funding (pilot project). Johnny brought up Dana Matthews as a good person to involve in such projects. Daniyah shared Ruby Smith-Diaz as an information source/workshop facilitator. <http://tierranegraarts.ca/about-ruby/> which is someone Johnny had made a note of before on both points.

Also ties into other outreach. Rural/remote outreach and access to Digital Strategy funds.

Would be easy to fold in Victoria's Raising Voices/Writer's festival. (dates: September. June/July. Discuss with Santiago. All ongoing).

The meeting was adjourned at 14:20