

VANCOUVER POETRY HOUSE BOARD MEETING

Sunday, July 21, 2019

Next Board Meeting: September 1st, 2019

Action Items:

1. Amanda to write a summary of complaints.
2. How do we choose what we fund?—Andrew and Amanda to craft as part of overall work to take place on Basecamp (see 10)
3. Daniyah to reach out to jaye regarding concerns brought up in Agenda item 3
4. Sammy to write a Thank You letter for Hal
5. Colleen to post Hal's Thank You letter on Social Media
6. Frankie to report back on Voices of Today team (if they are feeling supported? If not how can we improve this?)
7. Frankie to bring up reporting avenues and processes with team so they know avenues of communication
8. Holden to speak with Cafe staff regarding door policy/refusal of entry
9. Colleen start process (a digital option) for the 2020 AGM
10. By August 4th. Youth programs and **Three year plan**. What slam is about and where we are going/the reasonsoning we prioritized youth this year. Board on Basecamp
11. Hal: To email get dates café is closed
12. Daniyah to approach Johnny about -1)If they have an interest in applying again? or 2nd in joining the hiring committee?

Motions:

- 1) Andrew Motion to Approve Agenda (with amendment to speak on Door Policy after first item) Frankie seconded carried
- 2) Carol motion to approve the minutes from July 2nd. Sho seconded. Carried
- 3) Andrew Motion to move Agenda item eight to four. Sammy Seconded. Carried
- 4) Daniyah Shamsi Motion for a Summary of Complaints to be Written. Carol Seconded. Carried.
- 5) Sho Motion to wave. Motion Tabled Carol.
- 6) Andrew Motion to create Financial Coordinator position. Seconded by Sammy. Carried
- 7) Andrew Motion to create Grant Coordinator Position (with option for combining with Financial). Seconded by Sammy. Carried
- 8) Andrew Motion Option for an Interim Financial Coordinator until posted (end of year—Dec). Seconded by Sho. Amanda and Carol and Daniyah Abstain. Carried

Board Members Present: Amanda Eagleson (AE, acting Secretary), Andrew Sutherland (AS, acting Chair), Carol Shillibeer (CS), Frankie McGee (FG), Sho Wiley (SW), Daniyah Shamsi (DS), Sammy Bassam, Holden Wall

Program/Staff Guests: Hal Lackie

Community Members Present:

Regrets: Leslie Stark

Meeting Began: 12:25

Meeting Ended: 17:30

12:25 Andrew meeting called to order

Sho requests we speak briefly on Door Policy but not in "Other Business" as she can't stay the whole time

- Motion Andrew to Approve Agenda, (with a conversation on door policy after Agenda item 1 and before the AGM recap) Frankie Seconded. Motion Carried

We Acknowledge that this meeting took place on the unceded Indigenous land belong to the Musqueam, Skwxwú7mesh, and Tsleil-Waututh people.

1) AGENDA ITEM

- a) Carol Motion to Approve the Minutes From July 2nd, 2019. Sho Seconded. Some clarification other business (All-AV-permission section to the video consent form conversation on Basecamp) Carried

b) Action Item Updates:

- i) Carol to check John has forwarded Sue Donaldson the information she has sent out to Roxanne Charlebois with CADAC- Done except advisor report back (CADAC is aware of this)
- ii) **VOICES OF TODAY** (ongoing details later in agenda)
- iii) Done: Colleen ordered pizza (with thanks from Andrew)
- iv) Done: Narratives were Crafted for AGM
- v) Done: Agenda Copies Printed and Handed Out
- vi) Done: Copies of Last Years' AGM and EGM and this Years EGM
- vii) Thank you Letters to Staff. Andrew did this for Johnny (which was the main intent at that point). Sammy: One should be done for Hal and they volunteered to do this (Action Item)
- viii) Done: Job descriptions

- Signatures given from Board Members
- Financial reports \$8,540 (\$7200 (deferred)).

Programs

- 14,000 total deferred
- Andrew asked if the 9600 slam coding question. (Slam Financial coding: 4000=revenue/4100= earned revenue)

- This section is \$4574.30 we have these funds (just not technically yet)

EXPENSES brief breakdown of upcoming expenses/estimated expenses as of July 21

Salary: \$30, 796

Slam \$5,125

Rent \$1,312

Occupational \$500

Avisor (accounting) \$2,500

Tech \$4,400

Training \$751

Prizes \$4,800

Production Expenses \$2,320

Production fees 60 (ad buys) \$400 (estimates)/\$7,000

Voices of Today \$7000 (est. percentage of)

- Mailout: Colleen estimates with printing costs higher

Was noted when looking at Revenue total there's a roll over (\$1,700 really goes into Verses next year)

TOTALS AS STAND

- ❖ **\$80,105.57** Revenue (includes org \$45000)
- ❖ **\$54,456.50 Expenses**
 - \$25,649.07 if CCA surplus funds are utilized
 - \$8,500 five month full staffing
 - \$7,049.07 Remainder CCA 2020

Sho question 17, 000 in terms of funders . Carol said is deferred amount.

Andrew: Typically has been utilized for festival

- VOICES OF TODAY UPDATE:
 - Frankie has taken time off to go. Has Collected Consent forms (as many as they can).
 - Regarding flight and accommodations.

- Carol :Do we have a booking plan?
- Andrew: recommend Fight Centre and get the invoice. Carol can pay (this is easiest)
- Carol: Frankie can send to treasurer email or use payment register (email just as easy). Frankie has also contact Mariah. Carol thought this wise/respectful though definitely under impression help and suggestions are welcomed.
- Daniyah: Is the team not feeling support (was mentioned/had come up previously)?
- Frankie would be meeting with team will hopefully have a better sense of their feeling (if it is the case) and why/and how we can improve this
- Daniyah: As systems are in place is a good time to bring up feedback
- Carol: In agreement with Daniyah and Frankie agrees to bring up process with team.
- Andrew: Going forward (on the subject of communication) we should have contracts and contact information set.

(1a) DOOR POLICY:

- Due to incidents on The Drive Sho wants it stressed everyone has the right to refuse entry to the venue
 - DS: If police are called (due to an incident like those that have occurred, such as Proud Boy run-ins, this should be reported as a hate crime on the call. Insures investigation. What we say and how respond important.
 - Colleen asked for further background info. DS: Cross section of groups really. Grew following tense situation as a result of last years dyke march. Recent incidents are proud boys prowling along the Drive. Most recent involved violence at first and gravely.
 - SB: Stress hate speech warning to host and alert sound and door.
 - Further policy Sammy questions regarding Joe after his feature. There was back and forth on this but clarity was needed as it was evident two separate incidents were being discussed.
 - DS Requested a summary of complaints.
 - DS: Motion for a summary of complaints Carol: Seconded Carried.
 - Daniyah: Also stressed the importance of institutional memory. Examples Buddy Wakefield and Scruffmouth incident given.
 - Colleen: And information from other organizations
 - DS: Active Listeners having one at the door “the right people in the right places”.
 - CS: Put out a question about drafting door policy. We would work on (Basecamp).
 - Needs to be general awareness

- Holden: Speak with staff at café regarding refusing entry and expelling people from premises

(2) Agenda: AGM Recap

- Andrew: Went well. There some questions regarding sharing docs.
- Sammy: What about a livestream option (for accessibility)?
- Andrew: We do want to ensure people are motivated to go to these meetings. Perhaps should be phrase as, “if there are accessibility issues to please reach out” ...and *then* offer this. Admin Assistant to add to 2020 a digital option.

3) Agenda : Inclusion/Exclusion.

jaye may come at a later date. Have emailed board regarding: lack of trans representation for queer slam. WOWPS rep but there is no competition to send them to.

Andrew: Catching Fire (exclusion) Vs.

Daniyah: This is an issue of exclusion. (Broader than one specific incident).

Carol: In terms of funding we are prioritizing youth this year.

Sammy : Is there some sort of documentation regarding VPH providing funding for WOWPS?

Frankie: Not documented but assumption would have been made based on what’s been done in the past.

Carol: Funding is subject to the discretion of the board. This year we were prioritizing youth after many years of not doing so.

Sho: Complaints at CFSW may have been a legitimate reason to withdraw funding. There is no WOWPS this year, we couldn’t necessarily afford to send them if there was and we do not owe anyone replacement money.

Questions arose over CSFW funding (which was partially funded last year)

DS: Brought up that the concerns raised, while specifically addressing festivals, were more about structural violence and feelings of exclusion (this should be the focus of any conversation with jaye)

Carol: We also need to be clear and transparent about our decision making “why we fund what we do”.

Andrew: Fund Prioritizing team funding. Some \$7000 Youth.

Actions item: How do we choose what we fund?—Andrew and Amanda to work on document.

- DS to meet with Jaye. Have a person to person conversation about what they would like to see. They have had similar experiences can be done with an acknowledgement of imperfections. But there are examples of targeted conflict and it’s not just them.

13:40-13:57- Brief in camera session for which Sammy and Daniyah were not present.

13:57: Sammy and Daniyah updated.

14:00-14:05 brief break

- Conversation resumes regarding conflict and Daniyah's meeting with Jaye. The importance of separation of the what is personal and what is professional. Was agreed this (offering a one on one meeting) was a good idea. And important in terms of institutional information and personal understanding.

Sho brought up the staffing budget, the importance of it to her, and that will have to leave early.

Andrew Motion to move Agenda item (8) to (4). Sammy Seconded. Carried.

Carol and Colleen's attendance "The Vantage Point: Operational Bootcamp"

- Rate of Pay scale: 15.00 (20 hour)
- Goal is FTE positions.
- Plan stretched out of a 3 yr period
 - Re:Positions: 2400 a month @ 20.00 an hour

Youth coordinator (Tessa?). Part of Reorganization (Youth coordinator position)

hospitality coordinator/slam master (combined position?)

Focus on Governance

Financial Coordination & Grants

The need for a Financial Coordinator.

A Staff-accountant

Carols example from current audit: 2016- There 17 questions, 5 items of relevance hours to search out.

It took 15 hours to do the reallocating for 2017

There needs to be Accountability and Transparency

STAFF— Personality Accountable. All program finances.

Andrew: Concern regarding deposits specific to logistics (really going to have a finance coordinator there every Monday?)

Carol: They can assign someone to do collection? But all finances unified.

Over programs 3 ½ days

(Taylor skilled CRA and CFO)

Slam Master= Role key Responsibility and Vancouver Foundation funding

- Other Positions:
 - Grant Coordinator
 - Graphic Designer
 - Hospitality Coordinator (Slam Master ? Same person could do both jobs)
 - Volunteer Coordinator

Sho: Discuss what to look for when hiring?

Carol: Slam Master description job-already built

Sho : The Financial and Grants Coordinator Positions?

Sho is back 26th August

Andrew: Seems a good time to get into a pattern of regular meetings (set day of the month).

Board where Sho Motion to create posts for Financial and Grant coordinator

- Sammy: Is there any reason we couldn't post this with option of combining (the job)?
- Andrew: This is a Three Year Plan and have 1/3 money can't commit funds which isn't certain. And AD/ Grant writing needs to be part of "narrative"
 - Involves Finances and the Ability to write these are not necessarily combinable in one person.
- ❖ Grant Writer /Admin. Assistant/ AD/ Financial. Are key roles need to be part of the strategic planning of the board

Operational Plan and Staff require willingness to commit to the plan

Sho: Should commit to this..

CB: Is there value-waiting for the hiring of the AD? Again may have crossover skill set.

DS: Not just about that...

Carol Table Sho's motion

Sho Motion to wave hiring process financial coordinator (Carol could be hired for position/has set up all processes)

Carol: Think about it? (expressed concern regarding input)

CB: You would still have input

Andrew Motions:

- 1) Create Financial Coordinator--Seconded by Sammy Carried
- 2) Grant and coordinator (with options for both) – Seconded by Sammy Carried

- 3) Option for an Interim =Financial Coordinator until posted (end of year—Dec)—
Seconded by Sho. Amanda and Carol Abstain. Carried

August is the month to Create narrative for granting

Andrew: Question regarding timelines / salary.

Holden: Salary on Job Posting (amendments)?

Carol: Has none because we didn't have funds at the time

Colleen: The vision conversation lacking

August 4th: Basic Youth programs and Three year plan

Sho: Need someone with slam knowledge (input)

Carol: What slam about where going, reasons we prioritized youth (First could be it's been 3 years since last did)

Craft this on Basecamp

9) Carol Budget VanSlam (Discussion started 3pm with assistance of Hal Lackey)

*Financial codes are in bold underlined

4160-3742.93 (year total)

5115- 250=5115 Royalty

4100 Box Office-20000 (without payouts) estimate

Accommodation – assign or/and stipend?

Travel –Mileage *Current based on Canada council mileage & Ferry cost 5106-2500

Travel this year: 3

Out of town (3) + accommodation

Stipend—Flat rate Pay to Accommodation. Reimburse

Hal: Gave the example Yes- the poet would be (stipend) inclusive. Most likely will have a place.

Per this: **Receipt must be provided for stipend money**

Colleen made point organization shouldn't be in the host finding business (liabilities)

*Commercial – insurance reasons

75\$ Sammy in addition to Travel Only U.S-Canada

18 this year (2 / 3 from island)

Ferry is 17\$ walk-on

PORTLAND/WASHINGTON \$75

\$1500=budget years

Sammy: Applications for funding (context of providing/sharing information)

- Canadian League of American Poets----Touring Poets
- Random House
- CCA (the Poet Applies) = Travel Across Canada

2,500 travel

1500 ACC===30 poets

1500 Flex discovery

\$750 Travel and Accommodation

1500 Discretionary fund/In expenses artists

Carol: Build extra end to pay more?

\$1,500== Dev/ videographer

SHOWCASES :Carol: How does this work (in budgetary sense)

\$125? Artist fee / number of artists

Colleen: And what about Team support money?

For 2020: Is it Just about team?

Carol: Support Over (each) years. This should be Part of 3 years plan. For the Budget is a need to know

Expenses for marketing \$600/600

Andrew: Questioned cost

Colleen: Responded that it's fair (cost ads/printing costs etc.)

1245.36 graphic design

5314 (breakdown)

1000\$

Hal: Wondered about spending money marketing consultant . May be worth looking into CG marketing plans

Admin: tape/tacks etc.

- Prize money : Sammy brought up the possibility of raising and or changing (Toronto model: which they emphasized is bi-monthly) offers \$80 for first second and third gets gifts.
 - Something a bit more generous? 50 for first 30 for second and 20 for third=100

Carol: So a \$40 boost a week (**400 a month//4800 a year**)

Carol: Funders-tix \$ from slam Verses or Admin

Carol: Prizes-Is best place to place money artist fees?

Sammy: \$50-100 (slamapalooza offers 100 for first)

Andrew: Why not distribute to 4th and 5th?

Prize money

Two Month Trials of the Two Methods: See which is better and works better with the season

Carol: The 1st option and then Andrew's second Jan as start the date

Back end year \$8000 box office. \$400. \$8400 rest

Fees **\$125**

Carol: how many artists? (22=\$2750)

Hal: To email get dates café is closed

11) Insurance

Safety Colleen statute: 75 policy

*Is Now 375

Sammy leaves @ 16:26

Break 1635-45

12) List of Committees and notifying membership (skipped from 12 moved on to Hiring Committee

Daniyah:

- Processes: New people. Hiring committee worth a review. Regarding due process : Johnny T.(application) their experiences regarding the process and how the conversation after was handled. We could revisit the application and go through the process again.

*Carol: Do we apply for him and try again?

- Yes, we point it forward. Give process (post hiring committee board). Provide Closure, that was not the way that should have happened (and will not happen again) ***While good to do it differently: make that better. This is Amends. Form of application through again (way hiring went) step of process. There was flexibility granted (example given: Veronica) that went beyond the numbers. This is fair and restorative.
- Carol: We need to let them know. And have permission I'm afraid set up to be hurt if not hired.
- An interview could be offered?
- AE: Fairness. The Top scores were so close for that position. Acknowledge Two indicators management of people and behavior in group situation and these were the cut off points for getting an interview. But Daniyah's point about flexibility within the process is true

Daniyah: Other point. Questions themselves. Need to be more standardized. Also an addition of "do you have any outstanding conflicts" with board or committee members?"

Andrew: Where are we going with that disclosure?

How does this go into scoring and assessment. Lack of symmetry of knowledge. Personal bias is baked into the process.

Conflict resolution, address it, resolve, move forward...

Regarding Matrix: personal conflicts equity in the system as we can. Add into our analysis try to create as diverse a hiring committee as possible

Ask people to come in is the most practical

Currently All we have is the Board: Gigi (*) has indicated an interest.

- ❖ Volunteer community (hire) outreach. Committee doesn't need to be members

Do we put it in matrix or interview

Andrew: Regarding Johnny I don't want to decide for someone else what might hurt him. The 'not getting hired' wasn't the 'why' the first time but rather process and feedback or lack of.

DS: Representative of Community toxicity. This is an acknowledgement of mistakes that we made

Carol: In agreement with Andrew on his points. And, of course, a one on one person to person chance for feedback is what should have been offered.

AS: We can ask what didn't you like and specifically how could we respond to make that better?

DS: Would be ideal interview offered.

CB: I would likely think someone was really in my corner if something like that was put forward. Worry it is a bit of a set up if that doesn't happen then?

DS: Framed as can we go with your last application?

AS: or what else would (help him) with healing around incident

CB: Restoration or email –

AS: But what is the goal and is it for him? Feedback and a resolution which should have come earlier or shouldn't be put in the position of begrudgingly acquiescing.

D: Question of prioritization (with interviewees)

Carol: We will side of applicants diversities of applicants. (we err on the side of diversity - e.g. we prioritize people of colour, just as we did in the previous AA hiring / Carol's note to the minutes)

C: What about the option of inviting Johnny on the hiring committee?

RC was going to get someone to apply. We can extend the deadline for this purpose anyway. Also a more diverse candidate group.

DS: Do we agree regarding Johnny about approaching them 1st-If they have an interest in applying again or 2nd in joining the hiring committee?

(this was agreed to)

Community members: Feedback should be offered in the case (Andrew)

Tuesday (by)

CB: So a further extension?

C: Reason I see interested reaching out?

Extend : Carol extension bring us to a hire by date of September 1st...

*More hyperlinks needed within description

Extend the AD application deadline to midnight August 5th

Meeting End 17:30