

VANCOUVER POETRY HOUSE BOARD MEETING
Sunday April 14, 2019

NEXT MEETING: May 26, 2019, noon
(note: board to meet May 19 re staff evaluations & on May 25 for the evaluations themselves)

Action Items:

1. Colleen to get new member list to read in names at next board meeting
2. Carol to draft a 1-page flyer to announce upcoming committees
3. Amanda to add business to the AGM 2019 agenda about the fact that we have an auditor.
4. When official proposal letter arrives from Accountant (Avisar), Carol will get Andrew to sign then return it to Bernie, with \$2500 for the retainer, and send copies of the signed letter to Colleen and John for grant purposes.
5. Amanda (or Treasurer-alternate) to provide a monthly report to the board starting at the next board meeting saying that the accounts have been examined and the results of that examination.
6. Carol to draft a survey monkey mail-out about getting suggestions from the community about committees to be created and involved in June's planning month then send it to today's attendees and the remainder of the board.
7. Carol to ask Cohort folks if it is OK to bring Sonya Littlejohn.
8. John to ask Holden if safe injection sites, resources for drug testing, Insite, Coastal Health etc are on resource list. John will ask Holden to send list to Sho.
9. Daniyah to ask whether proposed facility is OK with our proposals about a more fluid RSVP list.
10. Andrew to talk to Holden about whether the DTES location for the AGM is problematic.
11. Carol to add innovative financing to June's agenda focusing on raising money to send slam teams to competitions.
12. John to speak to Holden about a possible committee to identify process etc for ongoing difficulties in the community.

Motions:

1. To examine the budget for funds for cost sharing with youth and adult slam teams for attendance at Guelph and Toronto. Andrew motions. Carol seconded. Pass.
2. To give passes to Verses to the board. Sho motions. Andrew seconded. Pass.
3. To, in principle, hold AGM in July at (DTES location), barring any objections to releasing location to public and barring objections from Active Listeners. Motion by Andrew. Seconded by Carol. Pass.
4. To remove location specifics from public minutes until approved by (DTES location). Motion by Andrew. Seconded by Carol. Pass.

Board Members Present: Andrew Sutherland (AS, Chair), Carol Shillibeer (CS), Sho Wiley (SW)

Program/Staff Guests: John M, Colleen B

Community Members Present: Daniyah S, Sammy B, Sonya L.

Regrets: Amanda Eagleson, Frankie McGee

Meeting Began: 12:05

Meeting Ended: 16:15

We Acknowledge that this meeting took place on the the unceded Indigenous land belong to the Musqueam, Skxwú7mesh, and Tsleil-Waututh people.

Agenda Adopted 12:05. Andrew motion to adopt agenda. Carol second. Carried.

Agenda Item 1) Approval of minutes (with link to staff meeting as addressed many deferred items), Action Items

- Approval of Minutes from March 17th, 2019. Carol Motion. Andrew Seconded. Carried
- Action Items:
 1. Facebook page access in order to do EGM announcement / done
 2. Carol to speak with Hostica regarding fail-safes (what is in place) also agreed to double check that we had the VPH & VS .com and .ca
 - a. Carol reported on Hostica's new server and made suggestion that we agree to migrate the sites after Verses is over. The domains have already been migrated by Hostica.
 - b. Carol reported that Hostica's fail-safes are fine. They update daily.
 - c. Andrew update, old logins work on new portals but there is a security problem (need to fix ssl socket)
 - d. We agreed that after May 11 to migrate sites to new Hostica server, then after that revisit whether to migrate the main domain from GoDaddy
 3. Amanda to send Carol and Andrew the link to Honorary Board Member. Note: The festival will be a great time way to approach people on this / done
 4. Deferred item 10: Sho to check VanCity Publicity Stands / Colleen to take this over
 5. Admin team: Speak with Johnny & posting of Verses schedule / done
 6. Carol to delete images that are cut off on Website / done
 7. Deferred item 22 Sho is going to check with possible mediators with the Native Elders Association and let us know / ongoing
 - a. Jerié is going to approach Elder John (?)

- b. Note from Sho “John and I actually agreed that I would follow up at NEC to find elder(s) for this role.”
8. Frankie : Youth Policy update / ongoing
 9. Carol continued work on Social Media Policy / Job. / in this agenda, to be reported on during the meeting
 10. Carol will Redo the land acknowledgement / done but to be revisited in June
 - a. Set up a committee to address specific policy components including this one
 11. Carol to look into Canada Summer Jobs program extended deadline re: communications specialist. / in this agenda, to be reported on during the meeting
 12. An Impact Statement to be added to Human Rights Policy / in this agenda, to be reported on during the meeting
 13. Amanda to print out PDF of Agenda for EGM for Slam Monday / done

Agenda Item 2) Voices of Today

- Andrew summarized: Mariah contacted us about Voices of Today.
- Didn't contact John about this.
- Sammy offered to find out about dates, etc for this. (Sammy replies: August 24th-28th, 2019 at the Toronto Media Arts Centre.)
- In Toronto, flights and accommodations for 5 plus chaperone about \$6000.
- Finances to be discussed about whether the board can make a contribution to this later in the meeting.
- Need to decide by July 1. Event in August 2019.
- Further discussion about Adult team (~\$6000) and Guelph.
 - How do we move forward with financing?
 - John M spoke to this by saying it has become a habit for VPH to pay for the trip outright. Sammy suggested that this is very unusual.
 - John and Sammy want to prioritize youth team viz financing saying these national events are more developmental for youth and have longer-term benefits for the organization.
 - Sho wants to spread financing equally.
- Discussion about sending Jaye to IWEPS in DC May 31, 2019. It was determined that due to a few budget shortfalls and unexpected expenses we do not have the funds for this.
- CIPS Paris was also discussed. John M says Paris pays for it. VPH does not.
- Generally John suggests that we need to find ways to deemphasize slam and emphasize community engagement and non competition.

Agenda Item 3) Update from EGM

- Hard copies of certified by-laws have been mailed.
- Copies are in VPH Drive in Admin/BC Societies Documents & in Admin/By-Laws & Constitution
- Discussion about simple 1-page flyer for upcoming committees to be handed out at slam

- Also a google form with a text field “what issues are you concerned with” type of text
- Also a blog post on the website, and social media posting

Agenda Item 4) Update on PayPal and finances

- Carol talked about difficulty in changing from Sue McIntyr and the old bank account that was still attached to the paypal site.
- Old bank account now deleted but unable to add new one until name issue is resolved.
- Sho said she could ask Sue to let them know to turn it over to my name.
- Said I’d give it another week but that we might consider getting a new account.
- Sammy suggested that we do that then migrate the money from the old account to the new one.
- Andrew asked that we add business to the July AGM agenda about getting an auditor.
- Carol reported that we have an Accountant now that will act as our auditor. Waiting for official proposal letter to arrive (hopefully Monday.) Will then pay the \$2500 retainer and get a copy of the letter to Colleen and John for grant purposes.
- Carol reported that our financial policy from here on out requires a monthly report to the board by Amanda (or Treasurer-alternate) saying that the EFT account has been examined and what the results say. This is to add a layer of protection given this a 1-signature account.

Agenda Item 5) Update on Verses

- John says // promos rolling out, bus ads are up. Programs to be done Monday April 15. 400 of those to be posted around town by distribution firm. Will be developing promo posters for special events like sound like fire, etc. There will be no hand cards. Artists are all in place. Things are moving along OK. There will be some hiccups. There will be a minimalist door. Guest lists and cash at the door (except Havana.) Asked if we could consider a tap pay system.
- Daniyah asked for a promotion package for work.
- Discussed tap pay. Some suggestions. Most suggested Squared tap. Andrew went online. \$66 for the unit, as one-time cost. Then 3% service charge and \$0.15 per charge. Decision was to go with it. Board unanimous. Device ordered. Will be delivered to the office before Verses. Plan to use it at the door, probably by the door person, or by a board member.
- Colleen brings up losing it and risks. Sonya says that as long as we are logged out, it doesn’t matter if the app is on the phone.

Agenda Item 6) Human resources and evaluations

- Deferred to end of meeting

Agenda Item 7) Planning June's agenda

- Carol asks how to get community input re document development (i.e. committees that we need)
- Sonya suggests Survey Monkey / Colleen says we have access to this
- Sho suggests, create a controlled document for community to add things to and tell them putting in a suggestion doesn't guarantee a committee
- Carol to draft something and to send it out to those present and remainder of board

Agenda Item 8) Arts Cohort update

- Meeting May 29. Money not yet in for that. Should be in before the meeting according to the cohort folks.
- Sonya would like to know if she can come to the meeting. Carol said she would ask the cohort folk, but that she welcomed Sonya's attendance.

Agenda Item 9) Human rights impact statement

- Carol has created a template and sent it to the board and to Sammy and Daniyah.
- C prefers to have a committee team develop this further since it is not C's strong point.

Agenda Item 10) Other business

- Red Cedar // Sho has prioritized CIPS bouts and finals for Red Cedar folks. Asked John if there were other priorities. John suggests York and Wise events since they are larger venues with larger audiences.
- Sho suggest that we add safe injection sites, etc to the resource lists. It was reported that Holden has much of this material already so John will reach out to Holden to make sure of these additions.
- AGM July 2019 proposed site // (DTES location) // Free. Fully accessible. There is a restrictions RSVP list that can be brought to the meetings. Occupancy hasn't been assigned but expected to hold more than 60 people.
- Decision to utilize DTES location deferred until we can get assurances from the location about the RSVP list and whether we can meet the requirements. Also need to confer with Active Listeners.
- AGM date set for July 14 from 1PM to 4PM.
- Finance decisions // Carol forgot to talk about this in the earlier financial update, so adding it here. No objections.
 - Reported on loss of some grant funds and increased expenses e.g. Auditor fees
 - Not sure we can afford to support even a partial funding of youth or adult team travel. Some creative financing and fundraising will be necessary.
 - Carol asked John and Colleen to update payment register (and other registers) with revenue and expense numbers so that we can keep a close eye on possible

deficits or surpluses. This will help us identify money that can be spent on sending teams to competitions.

- Need to add innovative financing to June's agenda.
- Youth slam discussion from John. Talked about history of using open revenue for other programs and the placement of Commercial Drive
- Also discussion of using Metro Vancouver funding to run workshops for Youth (as alternative to Slam) in the larger lower mainland. Deadline is in May.

Agenda Item 6

- Meeting dates for the board re staff evaluations / May 19 (board prep), May 25 (evaluations) and May 26 (next board meeting)
- General discussion was held about potential solutions to ongoing difficulties in community that are manifesting as reluctance to go to events, to get on the stage etc. Suggestions including mandatory staff training in the form of anti-oppression, safer spaces workshops, restorative justice etc. These would be ongoing - at least annual. Other suggestions include sanctions. It was suggested that there needs to be a committee involving community members to draft possible sanctions, and their related infractions, also to identify processes that can address the kinds of issues affecting the well-being of the Society.