

## MINUTES OF VANCOUVER POETRY HOUSE

Place: Virtual Meeting Room

Date: April 3, 2022

Attending:

Holden Wall (presiding)

Lisa Webster

Amanda Eagleson

Absent: Leslie Stark

Staff: Colleen Brown

Guest(s): Sean McGarragle

### Action Items:

- Board to communicate with staff regarding the status of the AD position
- Lisa to forward potential (free) board training opportunities
- Holden and Lisa to look over the draft letters GM has drawn regarding Land Acknowledgement for Vs
- Lisa will engage in outreach regarding Land Acknowledgement
- Lisa will call Host Nations (follow-up)
- Amanda to resend Land Acknowledgement to GM
- Holden or Amanda Email Laura "regarding a written assessment" supplement the financial report
- GM will contact avisar (check in that all documents submitted)

Call to Order: 4:10pm

Adjourned: 5:35pm

Agenda Item	Discussion and Decisions
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1a) Interim Board Member Vote	Moved to next Meeting
1b) Minutes for March 6 2022	It was moved and seconded that the minutes from March 6, 2022 be approved as written. The motion was adopted
1c) Agenda Item 5 moved to Item 1: Sean McGarragle Idea for board	<p>The following was presented:</p> <p>a) Partnership with Story Slam (for consideration when AD is hired);</p> <p>Improvements and development of Vancouver Story Slam discussed as well as recent challenges resulting from venue changes and an inability to change the date of Story Slam.</p> <p>Audience make-up different in ways that make a partnership beneficial (story slam being generally older with more disposable income). Audience membership similar in key areas (the value placed on spoken word and the story slam being managed by people with roots in the Poetry slam community)</p> <p>b) Some discussion on what the “Famous Last Words Event Entails”</p> <ul style="list-style-type: none"><li>• Consists of literary games – a fun-focused show needed during this pandemic</li><li>• 5 “provocateurs” &amp; mc Sarah Bino</li><li>• Still searching for the ideal venue.</li></ul>
1d) Action Item Updates	<ul style="list-style-type: none"><li>• Discussion to take place between the board and Colleen on Executive Director duties and how to divide responsibilities (as we don’t have an Executive Director )- Ongoing. Thread started on basecamp but not feasible</li></ul>

	<p>at this time For GM to participate as we are in festival month).</p> <p>Board will draw up job descriptions and have GM review after.</p> <p>Request made for the board to communicate with staff regarding the status of the position.</p> <ul style="list-style-type: none"><li>• Amanda to reach out to staff regarding Cafe Deux closing...specifically regarding collecting pictures and memories- Completed: Feedback provided was to start this after the festival---could provide an email address for this.</li><li>• Work on Board Accountability Statement-This was not done. Though input provided as to changes that should reflect current board makeup</li><li>• Amanda to send notes of appreciation to staff- Completed</li><li>• Lisa to reach out to other boards she is on regarding Director codes of conduct (do they have them? What do they consist of?) and to provide Eli Mina documents IF available-Documents not available but does have potential board training opportunities and will be forwarding this</li><li>• Colleen will review emails (where looped in with Joseph and Sean). Review of communications regarding "Famous Last Words" - Completed</li><li>• One on One with Karla to go over recent work and history of organization- Completed</li><li>• Colleen will check-in and confirm</li></ul>
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<p>1e) Verses Festival Conversation</p>	<p>dates of KP video training- Completed (RC has reached out regarding one-on-one as this was sparsely attended)</p> <p>Conversation about Covid concerns and inperson options:</p> <p>Cancellation Insurance Purchased</p> <p>Venue and hotel money would be lost</p> <p>The decision was to keep monitoring case levels and adhere to Government guidelines (hybrid option offered for all events with the exception of a couple of workshops which can easily be moved online).</p> <p>Concern of hosts or performers having Covid discussed</p> <p>Conversation regarding storm poets. Number could be raised (so the policy would work with more people) but currently registration rates are down</p> <p>Venue Captains Needed: Before or after events. Opening and Closing</p> <p>Land Acknowledgement Conversation: Some outreach. Haven't heard back from Nations (is decided to phone if haven't heard back via email)</p> <p>Potential contacts discussed</p> <p>Board member can do an acknowledgment as first backup should Host Nation representatives be unavailable</p> <p>Amanda to provide GM with finalized Land Acknowledgement</p>
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	<p>Question as to if it's appropriate to include in event information discussed: Decision made that it makes sense in event description previous issues were with social media layout</p> <p>Current standing for interpreters discussed; This is ongoing: Stage to Page/Charlie Petch's workshop and hopefully Mashed have interpreters...Colleen trying to raise more money for the fall</p> <p>It was confirmed that Library access audit will be next year as all Hullabaloo events this year are online</p>
2) Financial Report	<p>Link to report provided</p> <p>Assets are greater than liabilities.</p> <p>Context presented by GM: Verses; overall numbers are consistent though how the money is allocated is differently</p> <p>Action Item Email Laura "regarding a written assessment" supplement the financial report</p> <p>GM will contact avisar (check in that all documents submitted)</p> <p>Organization is losing money as budgeted Slam being active by now (somewhat covered by government reopening grants).</p> <p>Wordplay bookings have increased (\$4000 more than anticipated)</p>

<p>3) GM Report</p>	<p>General Manager presented the following:</p> <ul style="list-style-type: none"><li>• No response regarding vulnerable sector needs (issue on hold).</li><li>• Slam doing well in terms of audience expansion.</li><li>• \$2000 interview in Georgia Straight (with an ad)</li><li>• Posters out in the next 2 weeks. Promo code on the tickets (share as needed). Especially for Wise events.</li><li>• After Verses: bcac arts impact grant received (post-audit)</li><li>• Money is available for community meetings (May/June)</li><li>• BC gaming Grant in progress</li><li>• Reopening Grant submitted.</li><li>• Office runs are needed (GM will be in Harrison Hotsprings for one year).</li></ul> <p>Amanda volunteers to pickup cheques from office/do deposits</p>
<p>4) Anti-racism work: Updates / Check In</p>	<ul style="list-style-type: none"><li>• Recommended: Book; “we do this til we free us” “The Skin We’re In” by Desmond Dole</li><li>• Behind Backdating of minutes</li></ul>

	<ul style="list-style-type: none"><li>• Planning in advance holds organization to hiring practices and mitigates issues of nepotism</li></ul>