

VANCOUVER POETRY HOUSE BOARD MEETING

Tuesday, August 21, 2018

Next meeting: Sunday, September 2, 2018, Geist Office, start time: Noon

Action items:

1. Andrew will creation a Google Doc organization account and migrate all folders in current account. He will also regularize access by cancelling non-necessary access and limiting share permissions to board members, program directors and future staff (when hired).
2. Sho agreed to contact Joceyln to arrange passcards and keys for the Board.
3. Sho agreed to invite the program directors to meet the board.
4. Carol agreed to draft a VPH Operations Manual (policies and procedures).
5. Andrew agreed to follow up with Victoria and get a copy of the strategic plan.
6. Carol agreed to draft a job description for the Artistic Director, Verses. (to be sent to Board and copy to Leslie Stark)
7. Andrew agreed to send the Board Package to the new board.
8. Sho agreed to work with Lucia so that she can operate some host training workshops for VPH.
9. Sho agreed to forward Jillian's email to Amanda re the 4 passes to Naloxone training.
10. All board members are to think about (and contact if possible) possible helpers for bookkeeping, social media and website maintenance and update tasks.

Motions:

1. Motion to grant all board members and program directors with personal logins so that site changes can be better monitored. Proposed by AS, seconded by LM. All in favour.
2. Motion to move Agenda Items 2 (Board Roles and Committees) and 6 (Upcoming Action Items) to the next board meeting. Proposed by AS, seconded by Carol. All in favour.
3. Motion to create a VPH Lifetime Membership Award and award it to RC. Proposed by SW, seconded by AS. All in favour.

Board members present: Amanda Eagleson (AE), Andrew Sutherland (AS, acting Chair), Carol Shillibeer (CS, acting Secretary), Franke McGee (FG), Shoh Wiley (SW)

Community members present: Lucia Misch (LM), Leslie Stark (LS)

Regrets: none

Meeting began: 18:18

Meeting ended: 21:02

Agenda amendments: no additions; motion to move agenda items to next meeting

Agenda Item 1) Discussion, Introductions and Communications

- It was decided that for the purpose of this meeting that AS would act as chair and CS would act as secretary. AS called the meeting to order.
- Board members introduced themselves.
- Discussion about using BaseCamp for action and task management. It was decided to use Google Docs until such time as a VPH credit card was acquired. Further discussion will take place after that.
- AS reported that he will consolidate the Google Doc VPH folders under an organization account. This led to first action item.
- Discussion about the VPH web site and access led to the first motion.
- Geist's password for the wifi was provided as well as information about how to book the boardroom (via Jocelyn). Also discussed was how to get a passcard and a key to the office. This led to the second action item.
- AS and LS provided information about bank accounts, AS reporting that the new cheque books were in, that 2 signers are necessary for every cheque (one board member, one program director), and that there only a few outstanding cheques still to be delivered (Fernando to do that).

Agenda Item 2) Board Roles, and Committees

- It was agreed to postpone this until the next meeting.

Agenda Item 3) Program Directors

- AS spoke to the board about the current Program Directors.
 - Tessa Bourguignon, Wordplay Coordinator / taking over from Johnny
 - Hal Lackie, Slammaster (VanSlam) / taking over from Jillian
 - Mariah Lynne Dear, Youth Slammaster / taking over from RC
- Hullabaloo is now a part of Verses, and that RC and Johnny are still taking part
- It was emphasized that the board has a role in supporting the new directors.
- It was suggested that board members be required to attend at least one community activity a month. This meet with support from board members. It was further suggested that this might be written into the updated job descriptions.
- It was proposed that the program directors be invited to meet the board. This led to the third action item.

Agenda Item 4) Staffing

NOTE: LS arrives at 19:08

- Vacancies include:
 - Verses, Artistic Director
 - Verses, Managing Director
 - Executive Director
- Discussion about the history and current state of affairs that have led to 3 critical vacancies.
- Discussion held about posting history and it was suggested that in future postings be made both inside and outside the community, including at Charity Village, Alliance for Arts and Culture, League of Canadian Poets, and other such organizations.
- LM, reporting on information from the outgoing Executive Director, Victoria Haynes, suggested that the board consider collapsing the role of Managing Director (Verses) and ED together, making it a year-round position with a higher rate of pay.
- Also suggested by LM was Johnny as a possible ED. LS suggested that these roles need to be posted and candidates chosen from the applicants. It was agreed to post the positions.
- CS suggested that an Operations Manual should be created to make clear HR decisions as well as other such ongoing decisions. This led to the fourth action item.
- CS asked about the VPH Strategic Plan. This led to the fifth action item.
- LM suggests (to acclaim) that the most pressing problem with ongoing turnover is under payment of staff.
- CS reported that she couldn't find a copy of the job description for the Artistic Director (Verses.) This led to the sixth action item.
- Financing and current bank balances were discussed re funding positions.
- The need for immediate fundraising was discussed.

Agenda Item 5) Outstanding Action Items from Previous Board

- Arts Capacity Cohort was discussed in relationship to the recent issues at NPS.
- Jillian, Victoria, EV and Fernando met with Linda Gerrie of the Arts Capacity Cohort to discuss the needs of VPH. Fernand and EV are willing to continue with this.
- It was decided that a critical need for VPH is HR policies and procedures.
- ACC will make available \$7500 to help VPH stabilize and develop. Further money may be possible.
- This relationship is on pause due to the change over of the VPH Board.
- AS raised the question of whether VPH should take part in Word (VPL) this year. **The question was not resolved.**
- Naloxone training for Verses staff was raised. This led to the seventh action item. It was agreed that Amanda would attend from the Board and the other 3 passes would be made

available to the Program Directors.

- Further discussion was held about the recent job vacancies. It was agreed to update the web presence, look further into acquiring possible help with social media, bookkeeping and website maintenance and updating. Each board member was asked to think about and contact possible helpers.

NOTE: LM leaves at 20:32

Agenda Item 6) Upcoming Action Items

- Moved to next meeting.

Agenda Item 7) Roundtable

- Sho proposed a new VPH award. This led to motion 3.