

VANCOUVER POETRY HOUSE BOARD MEETING
Sunday March 17, 2019

NEXT MEETING: APRIL 14, 2019, noon

Action Items:

1. Facebook page access in order to do EGM announcement
2. Carol to speak with Hostica regarding failsafes (what is in place) also agreed to double check that we had the VPH & VS .com and .ca
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
4. Deferred item 10: Sho to check VanCity Publicity Stands
5. Admin team: Speak with Johnny & posting of Verses schedule
6. Carol to delete images that are cut off on Website
7. Deferred item 22 Sho is going to check with possible mediators with the Native Elders Association and let us know
8. Frankie : Youth Policy update
9. Carol continued work on Social Media Policy / Job.
10. Carol will Redo the land acknowledgement
11. Carol to look into Canada Summer Jobs program extended deadline re: communications specialist.
12. An Impact Statement to be added to Human Rights Policy
13. Amanda to print out PDF of Agenda for EGM for Slam Monday

Motions:

1. Andrew motion to adopt Agenda with add on of EGM in Other Business . Carol seconded. Carried

2. Motion to amend agenda for expediency made by Carol. Amanda Seconded. Carried
3. Motion (following EGM if changes adopted) a guarantee quorum numbers will raise to more than three (with provisions limiting staff and board members) will be immediately included in Policy Manual. Made by Sho. Carol seconded. Carried
4. Motion to Approve 2018 Year End Financials. Made by Sho. Andrew Seconded. Carried

Board Members Present: Amanda Eagleson (AE, acting Secretary until 15:14), Andrew Sutherland (AS, acting Chair), Carol Shillibeer (CS), Sho Wiley (SW), Frankie McGee (FG),

Program/Staff Guests:

Community Members Present: Daniyah S, Sammy B

Regrets:

Meeting Began: 12:13

Meeting Ended: 15:30

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

There was pre-agenda discussion regarding access to the VPH Facebook page. And getting access for the purposes of expanding the reach of EGM announcement. First Action Item contacting Hal/RC regarding access

Agenda Adopted 12:17. Amendment to agenda made by Carol to include EGM discussion in “Other Business” (11) no objections on this. 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, Round Table

- Approval of Minutes from February 17th, 2019 with Supplemental link to February 24th, 2019 Staff meeting. Andrew Motion. Carol Seconded. Carried

- Action Items:
 - a. Anjalica is on board and working on volunteer/verses. Coordination is ongoing
 - b. Frankie has reached out to Jennifer Ready via email though has not heard back yet. This process is ongoing
 - c. Andrew couldn't find info on current owners of Vancouver Poetry Festival site. Sho brought up concerns regarding site hacking. Carol stated this (secondary site in event of hacking/site disturbance) would fall under the province of Hostica. Carol agreed to speak with them on this issue (what failsafes in place) also agreed to double check that we had the VPH & VS .com and .ca
 - d. In Feb 24th staff minutes. Best to speak with Jeff after Verses
 - e. Johnny has discussed with board Jillian facilitating the training on A.L for Verses. Sammy expressed an interest in attending. Sho concern regarding confidentiality and importance as program grows that this point is stressed (also need for practice seminars). Was confirmed we have 18 AL for Vs. Workshop Folder note Basecamp: Johnny has save info last brought up <http://tierranegraarts.ca/Names> \$//needed for Staff and Board and Venue Captains.
 - f. Note: Basecamp Out of Discussion space. June planning re: hiring process especially short term contracts. Ongoing.
 - g. Carol has looked into templates (re: incident reports). Is working on. Process is ongoing
 - h. The work regarding Wordplay and anti-oppression workshops is in progress with Colleen
 - i. Honorary board member description done. Amanda to send Carol the link
 - j. Deferred item: Sho to look into getting a Publicity stand for VanCity. This led to discussion of approaching the red cedar medics and the need to have a posted schedule. Johnny does have this (the schedule) done. Is in the Verses 2019 folder. But should probably be posted sooner rather than later
 - k. SplitMango contacted. Re: levels. Still bugs to work out regarding images. This led to checking images with various methods. Was decided in some cases pictures should be taken down. Carol to remove those images.

- l. While this was suggested by Daniyah this is more a task to pass along to Colleen (check in with him regarding and that should be the action item. Check in with Anjalica Solomon regarding rates for website and social media work.
- m. Social media position: done further discussion later. Done further discussion later
- n. Johnny has photographers and official pictures were taken last staff meeting.
Photographer info : In linked Feb 24th staff meeting notes
- o. AS hasn't heard back from Andrew W regarding the Youtube backlog
- p. Room for EGM booked at Woodward's
- q. Done: Andrew S to contact Santiago re: doctor's recommendation(s) diagnosis
- r. Carol working on Social Media Policy: Some board members had already made comments. Links shared with community members (further discussion in Agenda Item 2)
- s. Harm reduction model started
- t. Daniyah has reached out re:Camille Dumond. No response as of yet. 2 possibilities Oona Craig/Parker Johnson
- u. Deferred Item: Sho is going to check with possible mediators with the Native Elders Association and let us know
- v. Creative Coworkers has been contacted
- Round Table:

SW started by expressing importance of involvement and how being on the board means a great deal. Expressed frustration with limited time she is able to devote to the work. Expressed gratitude for the amount of work CS has been putting in. CS expressed the importance of having more members and the difference that would make. Agreement with AE/AW/FM regarding both time constraints and need for more members and also the potential value of the EMG in terms of a percentage of the board earning money from their work but still being able to be on the board.

2) Social Media Policy & Job Description: Link sent Daniyah expressed that the land acknowledgement should be more inclusive (specific to area). This brought up a conversation about the rules of engagement regarding social media messaging. *when to direct someone to

email. Having an example or loose general template (the “customer service” aspect of this), when to direct someone to the complaint process, but first and foremost to validate concerns (in a way that shows professional (as well as general) concern.

The value of this should be stressed in the Job Description as well. As they are a representative of VPH and the program w/their digital engagement. “Communications Specialist” key words. The extension regarding the Canada Summer Jobs programs was brought up. Carol to look into this.

3) Human Rights Policy

This is a policy based on the law, so focus is behavior and not thought based.---Sammy brought up impact statement “as an organization promoting artist expression” how policy relates to this. There was discussion regarding hate speech and its immediate incontrovertible consequences. (also how this differs from careless/insensitive/ or ignorant expression or action this is where intent matter consequence-wise)

Motion made by CWI to amend agenda due to time constraints AE seconded. Carried.

*Agenda Items skipped: 4) Behavioural Guidelines (5) Social Justice Mediation Model (6) Short-term contracts skipped though CW did give Leela Chinniah experience regarding social justice mediation at co-op radio (5) and how the short term contract situation could be skipped over entirely with regards to Verses with the exception of those wanting one or needing for government requirement reasons (6)

7) Constitution and Mission change to bring them into alignment with the new by-laws

EGM arrange a time to meet up to go over what’s needed. Sammy brought up table (if can be removed for the sake of space? Also Accessibility Audit info (which AE has emailed regarding but should be looked into as there is no response as of yet).

Meet up before + 6th run through (projector should be picked up prior. On the 5th stored in office 10 copies of Agenda to be printed out. Handed out at VanSlam.

SW expressed quorum concerns (namely the low number required and that can consist of board members. CS stressed that this is just in keeping with Society Act because the purpose of changes is to shift such policy over to the Policy Manual. This makes policy easier to change, an important aspect of a growing organization.

Sho made a motion that following EGM if changes adopted we guarantee quorum numbers will raise to more than three (with provisions limiting staff and board members) Carol seconded. Carried (no objections).

8) 2018 Year End Financials

- Regarding Assets and Liabilities VPH is balanced.
- Gaming Account is a straightforward breakdown
- Statement of Operations : Extensive. Modest balance. Fair amount of deferred income. Detailed coded miscellaneous revenue (door/donations/ box office etc)
- Last form is a less detailed statement of operations/accrual basis

Sho motion to approve Year End Financials. Andrew seconded. Carried

*15:10 (3:10) AE left meeting secretarial duties taken over by FM 15:12 (3:12 pm)

9) Arts Cohort Update

- Approve Capacity Building 2019-2021 document, given that they will be further developed with the Arts Cohort and in the June planning sessions.
- Motion by Andrew, Sho seconded -- approved.

Meeting adjourned 3:30pm.