

# Vancouver Poetry House

September 5th, 2021 Meeting

## **Board attendees:**

Amanda Eagleson

Holden Wall

Max Sumner

## **Guests/Staff:**

Colleen Brown (arrives 16:18)

## **Regrets:**

Leslie Stark

Lisa Webster

**Meeting Began:** 16:11

**Meeting End:** 17:29

## **Motions:**

- Max makes motion to approve the August minutes. Amanda seconds the motion. Motion passes unanimously
- Amanda makes a motion to end the meeting. Max seconds. Motion passes unanimously.

## **Action Items:**

- Amanda to start conversation around interval elections (via Basecamp/email)
- Board to review section in our HR policy and consider rewrites on the affirmative action section also review sources provided in Colleens' HR policy work.  
<https://docs.google.com/document/d/1PsfraXR67ZP-CM-sDAqMbBt-7wTcvLGyTuGNoFIgIUg/edit#heading=h.tp1bhz90tt1e>
  - Amanda to do a Basecamp post regarding this

- Amanda to redistribute committee funds and contact the two interested parties
- Amanda to send (coordinator) applicant information for both “fill-ins” and potential partnerships to Joseph and Colleen and they will share with the rest of the staff
- Amanda to set up an Auto-reply for the Admin email
- Holden to login to the Admin email on his phone so notifications are received

Holden: Before getting too far into the Agenda I wanted to address agenda item 5 (internal elections) I think we should leave this until all members are present.

Some discussion about whether or not to do this on basecamp (which could be more prolonged) and whether or not Lisa now has Basecamp access.

- Action item for Amanda to start conversation around internal elections (via Basecamp/email)

## Agenda Item 1: Approve Minutes/Action Items

Land Acknowledgement : *As we gather for this meeting physically dispersed and virtually constructed let us take a moment to reflect the meaning of place, and doing so recognise the various traditional lands on which we do our meeting today.* - Holden gave land acknowledgement

Compassion Acknowledgement: *“When we feel bad, we often automatically decide that either we are bad or another person is bad. Both of these moves cause damage and distort the truth, which is that we are all navigating difficult conditions the best we can, and we all have a lot to learn and unlearn.”*

— Dean Spade

(Amanda gave Compassion Acknowledgement)

- Approved August Meeting Minutes.
  - Holden catches and Amanda adjusts misspelling of Trevana’s name

Max makes motion to approve the August minutes. Amanda seconds the motion. Motion passes unanimously

- Action Item updates:
  - Joseph’s contract Amanda completed and sent off
  - Amanda contacted Colleen with the answers/responses to her questions from August
  - Board to consider rewrites in the HR policy work (this was not completed by board and will carry-over. Amanda will do a Basecamp post
  - Reach out to Sam on hiring process was done
  - Amanda reached out for committee members for the hiring process (for Slam Coordinator)

- Board members and staff to respond to Doodle poll (this was done) waiting on updates
- Amanda sent out emails for committee members
- AGM reports added to Agenda and Sequence of events (this was completed)
- AGM run through (completed)
- Holden looked into AGM time limits

## Agenda Item 2: Financial Report

Laura was unable to make Financial report update but link provided

[https://docs.google.com/spreadsheets/d/1\\_-DyRufP8PzOKuhOtKxRzvXY\\_mkrHKmD/edit#gid=1442559377](https://docs.google.com/spreadsheets/d/1_-DyRufP8PzOKuhOtKxRzvXY_mkrHKmD/edit#gid=1442559377)

Amanda comments on the numbers being bigger than expected. Max brings up the liability numbers as well

<b>TOTAL ASSETS</b>	<b>74,600.17</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2010 - AA Credit Card *9716	2,532.68
<b>Total Credit Cards</b>	2,532.68
<b>Other Current Liabilities</b>	
2050 - Accrued Liabilities	4,095.00
<b>2300 - DEFERRED CONTRIBUTIONS</b>	
2310 - Deferred contrib app grants	78,122.78
<b>Total 2300 - DEFERRED CONTRIBUTIONS</b>	78,122.78
<b>Total Other Current Liabilities</b>	82,217.78
<b>Total Current Liabilities</b>	<b>84,750.46</b>

Max asks about credit card use (is primarily used for software)

Colleen addresses Accrual accounting and how that relates to the liability number.

Overall sense of it is there's nothing to worry about. We are used to yearly (vs.) Month-by-Month numbers.

Much of this depends on when (for example) Verses money/expenses are being accounted for. There is also the fact that we will not be opening. Numbers should be more accurate next month (once we have a better understanding of where we are when that's taken into account).

## Agenda Item 3:GM report

GM Report: We've done so much (and there are so many new hires).

Alex is our Volunteer Coordinator & is willing to assist (and actively assisting with event coordination. Esp. for Slam) since we are currently light on volunteer work. We've been

encouraged by Vantage point to recruit volunteers who fulfill skill sets missing (for example) on the board (HR specialist/lawyer etc.). And Alex has turned her mind to that as well. Daniela is our education coordinator and is fantastic. The concentration is educational partnerships & these have been prioritized. I've told Daniela there would be for that partnership. The first organization is Mosaic. Frog Hollow will also be reached out to. Amanda is the wordplay coordinator (working with us from Ontario). She has a lot of contacts with teaching organizations. Traveling Stage is a group she's interested in partnering with. Trevana Alex and I had a meeting regarding "what do we do now" that we will not be going directly into inperson events. The idea is to do an event (perhaps at C-lab/Wise hall. When it's safer. Perhaps November). This would be an emerging poets Vs. Slam Icons. But how you get on to the stage is to compete (for the in person event). Hopefully that will give the space some energy again (renewing the online slam). Brad Morden and Trevana will be getting in touch with each other regarding Brad's larger project of addressing dwindling numbers on online (slam) platforms. The digital incubator project is underway with Brad being in touch with Ida. Money is in (and has been paid out).

Only snag is that I wanted to have a meeting with a lawyer regarding copyright/contracts (I had hoped Leslie would be here; I'm wondering if she has contacts with Touchstone theatre). We need an entertainment lawyer quite badly. Final reports need to be written. Cadac is reconciled though. We are still waiting on Canada Heritage. And the city has reached out to inquire about changing our funding stream (I've a meeting regarding this on Thursday), BC Arts Council is due September 29th. Canada council interim report also due this month.

Colleen also inquired about the HR policy (affirmative action updates). Explained we have carried this action item over.

Holden provides general positive feedback on the hiring process and possible revitalization of online event spaces.

## Agenda Item 4: AD Report

AD Report skipped at meeting as Joseph is unable to attend (it is the last day for fishing)

## Agenda Item 5: Board internal elections

Internal elections as discussed at meeting outset will be done at next meeting/started on Basecamp.

## Agenda Item 6: Committee Members

Amanda requested feedback as really only have two confirmed was wondering/wanting feedback regarding if I should just redistribute the funds (two is not many people but I really value those two community voices).

Max: Do we want and can we wait for a third person?

Amanda: I feel like, I can't think of anyone else to contact who has not already been contacted. I'm ok with two.

Max: So it's more about redistributing funds.

Amanda: Yes. Honestly within the context of the Grant it was designed for one person (Janice) anyway and I would like to give them each a larger share but also I know Naomi's costs were more than anticipated.

Colleen: As long as the distribution is within the intent of the grant there are no problems from a funder perspective. (Amanda asks if Colleen has personal input) I would be for an even distribution between the two. But what is the expected work?

Amanda: I had stated they will receive the board meeting links (as if members) so that they can drop in any time but primarily that they will be presented (in a separate meeting) what has been done so far. Meeting One and if they could provide a community perspective if there's anything we've missed specific to the organization). And Another meeting (with an update after work with Naomi).

Colleen: I think as they are "go-getters" they may do too much work for the compensation (so more specific the role is the better).

## Agenda Item 7: Slam Coordinator applicants (still interested in working with VPH in Other Ways)

Amanda: We had really good applicants for the slam coordinator position. There are a couple who work with organizations we could collaborate with and others who could (if implemented) be considered as people to work within the slam coordinator role for a month in that (sort-of) mentee position that has been discussed in the past.

Holden: I think this needs to be presented to the programming team. But I think if the team is in agreement about.

Colleen: I think you send the information to me and Joseph and from there we can all talk about it.

## Agenda Item 8: Email and Communication

Amanda expressed that has gotten into the bad habit of only sporadically checking the ADMIN email (and at last check it had a bad backlog). Has put the password info on the main list. Was wondering about a commitment from other board members to also check this email. Holden: While I can't commit to say a consistent number of days per week, I can absolutely note that password information and check in on that when able.

Colleen: Now for that email reporters or other organizations shouldn't be contacting (staff) there. You can mitigate *that part* of the problem by putting an auto reply on the there for them to contact hello@.

Holden: That's the end of the agenda is there any further business?

Amanda: One quick thing Lisa had brought up at the last meeting a monthly membership (for online slams) and I was wondering about how to do that and was wondering about doing a linktree for that?

Holden: And that would be a linktree for events?

Amanda: Yeah the idea would be we get a sort of "bulk" amount and the user doesn't have to register for every individual slam/event if they've purchased that say "monthly pass" or whatever.

Colleen: I don't think, unfortunately it would work right now. Like, basically we have two online events for the coming month so there's not really enough right now to offer.

Holden: Yeah that was a great idea Lisa had I think it unfortunately would have been better utilized earlier in the pandemic (when we had multiple online events/slams going on). The concern would be not having enough to offer online.

Some general conversation about the likelihood of events not starting until spring (and Colleen's concern of having to "dualplan" live and online for the festival). As well as how to not "take over". That is: how to protect smaller (more intimate) community-based organizations without absorbing them.

Holden expresses a desire to step down as president primarily as he feels he's not the strongest chair. And as we have the numbers now to bring back "co-chair". Colleen, Max could be put up as a vice president and Max could chair the meetings. Or we can distribute the roll (do a 'round robin' on the chairing of a meeting).