

VANCOUVER POETRY HOUSE BOARD MEETING

Sunday, December 9, 2018

Next meeting: Sunday, January 20, 2018, Geist Office, start time: Noon

Action Items:

1. John MacRae to meet with Hal, Tessa and Mariah in the next week about getting volunteers for social media posting, filming, local help for Slam and other such needs. The intention is to get the volunteers on board before the new year. John will report back to the Board at the next Board meeting.
2. Carol contacting Riverside re outdated \$310 cheque
3. Frankie to continue working on Youth Worker Policy; to connect with Sho about possibly getting a copy of the youth policy used by United Native Youth Association. Policy deadline is before August 2019 WordCamp
4. Hal and Sho to set up appointment if works for Weds. Failing that, Amanda, Andrew &/or Sho to go see Vancity Accounts Manager to transition account type to one that will allow for a corporate credit card and that will also reflect our nonprofit status
5. Andrew agreed to look at possible domains for sale similar to vancouver poetry festival (fest...etc)
6. Sho will talk to Christie Lee about land acknowledgment wording
7. Sho will talk to Jocelyn at Geist about possibly setting up direct deposit for the \$262.50 rent.
8. John MacRae and staff will meet with Jeff of Cafe Deux Soleils at the February update meeting to assess how the changes are affecting both VPH and Cafe Deux Soleils. John will report back to the Board.
9. John MacRae will reach out to Mariah asap to let her know what is happening, since she couldn't be at the board meeting today.
10. John and RC to go speak to Alastair at Havana about possibly moving Slam there.
11. Amanda to draft a post telling the community the bones of how the hiring process works. It is to be OK'd by the Board via Basecamp before posting.
12. Carol to post the hiring announcements to the VPH site tonight.
13. Amanda to add debrief of hiring process to next board meeting's agenda
14. Carol to post a call to membership to join fundraising committee
15. John will reconnect office printer to allow use

Motions:

1. Motion to approve Minutes from November 4 2018 meeting. Motion by Carol. Second by Frankie. Carried.
2. Motion to approve Colleen Brown's appointment as Fundraising Coordinator for the next 3 months (Jan through March) and pay her a total of \$3000.00 for that time and work. Motion made by Carol. Seconded by Frankie. Approved.

3. Motion to strike a Fundraising Committee to meet for the first time on December 16, 2018 with the purpose of establishing a year-round cycled of both public and private fundraising then reporting to the Board for approval. Made by Carol. Seconded by Andrew. Carried.

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

Program/Staff Guests: John MacRae, RC Weslowski, Hal Lackie, Colleen Brown

Community members present: Daniyah Shamsi, Johnny Trinh

Regrets: none

Meeting began: 12:02

Meeting ended: 14:27

Agenda amendments: added: approval of short-term Fundraising Coordinator

Agenda Item 1) Approvals, Action Item Update

- Minutes from November 4, 2018 approved. Motion made by Carol. Seconded by Frankie. Carried.
- Action items:
 - a. Amanda to send Daniyah the Document Index - Done
 - b. Arts Administrator and Artistic Director positions must be approved/posted - Done
 - c. Carol and Amanda to attend and report back on the Arts and Social Innovation Program - Done
 - d. Andrew to touch base with the person currently doing social media postings - Done, new Action Item #1
 - e. Carol to send the program lead info regarding new finance policy and guidelines - Done
 - f. Clarify with staff the need to separate WordPlay and WordCamp in Quickbooks - Done
 - g. Invoices 79 & 80 to be paid - Done
 - h. Cheque for \$310 to be deposited - cheque outdated, Action Item #2
 - i. Frankie to continue working on the Youth Worker Policy, Action Item #3
 - j. Amanda and Andrew to go see Vancity Accounts Manager - not yet accomplished, Action Item #4
 - k. SpoCan Code permissions - on going
 - l. Status of website - on going
 - m. Andrew to contact Crystal Smith - Sho will talk to Christie Lee, Action Item #5
 - n. Get Art Alliance membership up to date - Done
 - o. Get further feedback and ideas regarding grant workshops - pushed to Fundraising Committee starting Dec 16

Agenda Item 2) Sign Conflict of Interest Statement

- Signed and filed for Andrew, Amanda, Sho, Frankie and Carol

Agenda Item 3) Confirm Geist December cheque

- There was no December cheque. Rent cheque was issued at the end of the meeting and placed on Jocelyn's desk.
- Discussion was had about setting up direct deposit. Action Item #6

Agenda Item 4) Update on Cafe Deux Soleils

- Hal reported the meeting between Jeff (2 Suns manager), Hal, Carol and Amanda.
- 2 Suns no longer wants Youth Slam.
- Start time will be at 9 starting in January.
- VanSlam will be every Monday starting in January.
- There will be an update meeting between Jeff and the Staff (John, Santiago, Hal, etc) in February to assess how the changes have affected his bottom line (and ours). Action Item #7 & #8
- John and RC to go speak to Alastair at Havana about possibly moving Slam there. Action Item #9

Agenda Item 5) Discussion regarding hiring

- Amanda to draft post giving the bones of how the hiring process works, to be OK'd by the Board via Basecamp. Action Item #10
- Carol to post the announcement of John MacRae and Santiago Farias Calderon becoming Artistic Director and Arts Administrator respectively. Action Item #11.
- There should be a debrief of how the hiring process worked and what needs to be changed at the next board meeting. Action Item #12

Agenda Item 6) Grant/Membership Report re Vancouver Foundation Social Innovation Program

- Sho asked that the minutes recognize the important part VanSlam played in funding from Canada Council. We so recognize.
- Action Item #13, blog post re fundraising committee
- It was reported that Amanda and Carol attended the info session for Vancouver Foundation and that we now have an invitation to apply for the cohort.
- It was explained that this first application is to get into the cohort, in order to develop the funding application for submission
- It was suggested that further development of this be pushed to the new fundraising committee, to be reported back to the Board when complete
- Sho suggested contacting District Band Schools about the idea of using WordPlay to digitally connect rural band schools with urban programming already in place

Agenda Item 7) Sponsorships, Fundraising etc

- This is pushed to the new fundraising committee
- Action Item #14 re printer

Agenda Item 8) Youth Worker Update

- Frankie reported that there is some movement on the new policy.
- Jennifer Ready, VSB Trustee as a possible contact.
- Sho suggested United Native Youth Association as a possible source of policy
- The new policy needs to be in place before August and the advent of WordCamp 2019

Agenda Item 9) Other Business

- List of regular payments - solved via the new Payment Register now created and shared https://docs.google.com/spreadsheets/d/1z4OrejCXdSQJIO-VDiXJteEny5KGCR_wz4EV_i8My63A/edit?usp=sharing
- Post Dated Cheques (Geist) - December cheque written, Sho to ask about setting up automatic debit
- Cheque for Johnny for \$80 - done at the end of the meeting and recorded on the payment register
- Update regard "stale" school cheque - Carol in contact with the school - asking for new one
- New business added - Cheque for Carol to repay Devin Devine's VanSlam artist fee - done at the end of the meeting and recorded on the payment register
- New business added - Desk Share calendar created, talked about and shared with all board and staff
- New business added - Johnny Trinh attended part of the meeting to ask why he wasn't given an interview. Some discussion was had citing how the process works, how it is now much fairer, and how what caused his application to fall outside the top 3 (requested for interview) was low scores for team building and mediation skills.

The meeting was adjourned at 14:27