

Vancouver Poetry House

December 12 2021 Time 4pm Meeting

Board attendees:

Amanda Eagleson

Holden Wall

Max Sumner

Leslie Stark

Lisa Webster

Guests/Staff:

Colleen Brown

Chair:

Max Sumner

Regrets:

Meeting Began: 4: 10PM 16:10

Meeting End: 6:28 pm 18:28

Motions:

- Motion to Approve the November Minutes made and Seconded Motion passes unanimously

Action Items:

- Amanda to review documentation on minute taking. Lisa will share Island Trust link and any recommended books on minute taking with Amanda

- Lisa will meet with Colleen on December 15th regarding policy and HR
- Holden Max Leslie will check in with each other regarding anti-racism materials / learning (books, lectures, podcasts etc)
- Amanda will share email to board new members (and re-share for old) sent to Janice and Sonya as community oversight committee
- Amanda to ask for further statement input/discussion in Basecamp
- Further discussion on reporting procedures to take place on Basecamp

Agenda Item 1: Minutes and 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: *Leadership requires the ability to engage and to create empathy for communities with disparate needs and ideas.* Stacey Abrams

Approve November Minutes:

Some time taken to read over minutes

Quick change to name spelling in minutes made by Holden

Agenda item added in Place of Financial Report. *Discussion of minute taking*

- Motion to Approve the November Minutes made by Holden Seconded by Lisa Motion passes unanimously

Action Items updates

- Lisa will share the harassment and bullying policy she has worked on-Completed
- Holden will look into different ways to do anonymous feedback-Started
- Colleen to pass along Alvin's contact information to Holden regarding the anonymous feedback option-Alvin just needs details of what is wanted
- Group input on updated post-Leslie had commented discussed further in agenda

Agenda Item 2: Discussion of Minute Taking

Current minutes contain quote attributions but are not verbatim. There is a need to streamline the minute taking method. Books are available. [Eli Mina](#) does work with municipalities. There's a need to avoid quote attribution (for non verbatim minutes). Verbatim minutes might at times be requested but in such instances are best outsourced.

Island Trust link offered by Lisa (as well as other reading materials) for secretary as examples. Training in board documentation should also be considered. Training for board discussed.

Agenda Item 3: GM report

8 poets being interviewed by Johnny M/Amanda. Intellectual property session opened up to programming staff, wordplay poets, and a lawyer (it's free). January 29th in person slam site next door, booked. There is a Budget shortfall (as cafe lost and need to pay Next Door plus streaming costs). Ida believes with training people will be capable of streaming well. CIPS director is Trevana (need to hire: designer and accessibility and some curators). Grants given some delay on release of funds. Brad wants to apply for funding. Consultant to be hired(?) community space. Grant due January 16th. Art Impact Grant will be focus for Colleen.

Should Brad apply for getting a consultant to look into space needs?

Discussed: Ideal as "Vancouver Poetry House" speaks to want/need for a space. Partnerships with organizations that have spaces preferred focus generally. Would want grant to include potential for partnerships.

Filming space a focus for Brad.

Board agrees Brad can apply for a grant for a consultant.

Agenda Item 4: Anti-racism work: Review Statements/Commitments Made

Holden- Tomorrow will be sending out a group check-in. Books on hold at library and listening to Podcasts hosted by experts (for learning)

Max- Ensured work is a consistent agenda item. And follow-up on course

Holden Max Leslie will check in with each other regarding this work

Leslie-Learning and personal outreach has been started

Lisa- Self reflection input on triggering incidents. Looking into/working on nonviolent communication. Looking/learning about the difference between calling out and calling in. Can provide links (in addition to links on "clean language" or removing metaphors using colonial language appreciative inquiry as an alternative)

Amanda-Had brought up policy but need for community involvement was discussed. Posting of older minutes has started. A bigger/more time consuming task than originally thought but is started.

Colleen- Reprioritization of time: Staff advised, talk of infrastructure grant from staff, this would be done by those who raised it Colleen will focus on capacity building. Agreements around code of conduct are being organized, at this point it is really down to distribution logistics. HR consultant work (need training or to hire someone).

Volume of contract work raised as well as Hiring procedures. Code of conduct and having a timeline. Conversation to take place in Basecamp

Piece; Volunteer agreement, Wordplay poet agreement, Active Listener Agreement, Hosting Agreement. The Volunteer agreement is the one close to being done. What we need people who work with us to sign.

HR training is needed. HR specialist possibly needed. Look at structure and money spent on one-year renewable contracts and think of this when considering who will be hired as AD.

Land acknowledgement discussed (regarding postings). Community feedback being gathered.

Need for more clearly defined roles and responsibilities (for staff)

Colleen to be advised of when staff/board meetings are taking place. Not details just general awareness/context.

Agenda Item 5: Statement input

Will be put in Basecamp

Potentially could do a midway point introduction to new board members for Sonya and Janice

Agenda Item 6: Discussion about Feedback Page and Email

Ways to do an anonymous form looked into a Google Survey (could be plugged into website). Email to send submissions to: admin

Possibility of receipt of feedback being sent discussed "if you wish to not be anonymous" can be part of receipt. And per day restrictions.

Actions/responses in board meetings and responses are produced in the minutes.

Holden and Alex will be meeting at some point regarding reporting (and Active Listeners)

Legal review of policy and review suggested.

Discussion was tabled

Motion to end the meeting put forward by Amanda, Holden seconded. Meeting ended at 6:28 pm