

## MINUTES OF VANCOUVER POETRY HOUSE

Place: Virtual Meeting Room

Date: Feb 13, 2022

Attending:

Holden Wall (presiding)

Leslie Stark

Lisa Webster

Amanda Eagleson

Absent:

Staff:

Guest(s):

Janice Jo Lee

Call to Order: 4:05pm

Adjourned: 5:46pm

Agenda Item	Discussion and Decisions
1a) Minutes of January 9 2022	It was moved and seconded that the minutes from January 9th 2022 be approved. The motion was adopted
1b) Action Item Updates	<ul style="list-style-type: none"><li>• Further discussion on reporting procedures to take place–Completed</li><li>• Leslie to be cc'd into conversations with the Program Officer (Canada Council Grant)-Completed</li></ul>

<p>1c) Minute Taking Style Discussion</p> <p>1d) Check-in with Guest</p>	<ul style="list-style-type: none"> <li>• Holden to contact the criminal records review office regarding Vulnerable Persons checks-Completed</li> <li>• Colleen to start onboard spreadsheet-confirm at next regular meeting</li> <li>• Holden to send out a doodle poll for a meeting to discuss the AD position and overall structure-Completed</li> <li>• Amanda to send out tier one contracts (for reference)-Completed</li> <li>• Board to meet again before next official board meeting to iron out AD position-Completed</li> <li>• Holden and Amanda to look into checklist / spreadsheet board calendar–Ongoing</li> </ul> <p>Discussion to take place at later date</p> <p>Confirmed no specific items to discuss. Present for observation</p>
<p>2) Financial Report: January Financials</p>	<p>No concerns raised. Numbers are positive.</p>
<p>3a) GM Report (read by chair)</p>	<p>General Manager presented the following:</p> <ul style="list-style-type: none"> <li>• Small changes to policy manual Indeginous is capitalized everywhere and using alpha order: Musqueam Squamish and Tsleil-waututh</li> <li>• Vulnerable sector check paperwork correct</li> <li>• Staff manuel is ongoing</li> <li>• So Yeon Park hired as designer</li> <li>• Bakau Training: 9 hours and 50% completed. This is not appropriate for</li> </ul>

<p>3b) Acknowledgement of the cafe</p>	<p>all staff but possibly management(senior staff)</p> <ul style="list-style-type: none"> <li>• GM Volunteer and WordPlay coordinator included in Plan to Protect</li> <li>• Hollaback bystander training attended by GM. Recommend for event staff and Volunteer Coordinators</li> <li>• Wordplay Coordinator sent letters for January, PD for new Wordplay poets went ahead, a video poem session for Hullabaloo, a limited capacity live at next Door will take place (this is a Test for CIPS shows), Question: Does anyone have a car to help GM remove items from the cafe?</li> </ul> <p>This is created as an Action Item for Leslie, the Accessibility Coordinator role is not filled as such the GM is handling RAMP spreadsheet, Hullabaloo is online, Wise Hall to replace cafe for (Verses) events, organization will be audited rather than reviewed now, There is no Executive Director but there are still duties that this position would hold there needs to be work on dividing these duties among staff (action item)</p> <p>GRANTS: BCAA operating done, Canada Council Grant done, Project Grant unsuccessful, City of Vancouver provided \$6000 advance on \$20000 anticipated, Bell Performing Arts application for youth, Project Grant (youtube development/Video tape project representation are to be met with</p> <p>Resulting Action Item: to speak with staff about collecting stories/photos etc for a post</p>
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<p>4a) Anti- Racism Work Updates</p>	<p>Updated: Books recommended; Disorientation by Ian Williams, Podcast of note: <a href="https://conspirativity.net/">https://conspirativity.net/</a>, Audit Notes added to the Draft of the Director Code of Conduct, Further the Director Code of Conduct Construction of a document similar to one provided by Vantage point <a href="https://docs.google.com/document/d/1fN8tJaQ7lww87djWn1ekqOB0l3UEKgF5xOJmNp_dwA/edit">https://docs.google.com/document/d/1fN8tJaQ7lww87djWn1ekqOB0l3UEKgF5xOJmNp_dwA/edit</a> directors should consent to code, Minute backlog from past years continues to be posted, Board Yearly Calendar to be worked on</p>
<p>4b) Anti-Racism Cultural Competency Internal Audit</p>	<p>It was decided to hold a separate meeting to review and formally vote on the Recommendations presented in the audit</p>
<p>4c) Statement to Community</p>	<p>Discussion was had on linking the audit to the statement. Concerns were raised as previous statement was from the perspective of a majority white board which is an inaccurate representation of the current board and will likely not reflect the make-up of future boards. Community Committee member volunteered to read over statement prior to release. Kogawa house was given as an example of acknowledgement of past wrongs <a href="https://www.kogawahouse.com/wp/about-the-house/">https://www.kogawahouse.com/wp/about-the-house/</a></p>

	Action Item created for Continued work on statement
5) Potential Venue Note	Kogawa House provided for consideration as a potential venue <a href="https://www.kogawahouse.com/wp/about-the-house/">https://www.kogawahouse.com/wp/about-the-house/</a>
6) Staff Reports from Volunteer and WordPlay Coordinators (read by chair)	<p>The Volunteer Coordinator presented the following:</p> <ul style="list-style-type: none"> <li>• Database organized and optimized into a comprehensive tracker that includes the contact details and past experience of volunteers from the last 3 years (see Volunteers folder in shared drive to find this)</li> <li>• Onboarded new Volunteers</li> <li>• Connected with volunteers via zoom and email for training/ questions/ and welcoming them to our volunteer team</li> <li>• Connected with previous volunteers and active listeners to let them know about upcoming volunteer opportunities</li> <li>• Assisted in restructuring our active listening model by meeting with active listeners from Toronto, Red Tent, and the accessibility coordinator from Reel Asain Festival (notes for this can be found in “active listening” folder on drive)</li> <li>• Assisted in rewriting our volunteer and active listening agreements/ contracts, and role descriptions</li> <li>• Assisted with online and in person events by providing support and training for our volunteers, supporting the team to help with setup/ strike, and attending events whenever possible</li> </ul> <p>The WordPlay Coordinator presented the Following:</p> <ul style="list-style-type: none"> <li>• Newsletter Creation</li> </ul>

	<ul style="list-style-type: none"><li>○ Used feedback from Gathering Place, Schools and Poet Feedback</li><li>● High School roster worked on</li><li>● Onboarding form work</li><li>● Conversation was had about wordplay and the current situation with outside people in schools</li></ul> <p>Questions were raised about the roster (are schools missing?)</p> <p>Action Item created to check in with coordinator about the list</p>
7) Discussion of Board code of Conduct	<p>It was decided more detailed work needs to be done on this document. It could be reduced to one page. The following items were noted:</p> <ul style="list-style-type: none"><li>● A hybrid meeting model is preferred to increase meeting access. Since covid everyone is comfortable with virtual platforms. When able, the board can meet together and stream the meeting (links to be provided to members).</li><li>● Within the document: "High priority of participation" participation varies depending on what is happening in the lives of members.</li><li>● Overall language is punitive. Likely the result of uneven distribution of labor at the time and frustration at members consistently not being present at meetings and participating in opinions but not in terms of labor. The importance of equity in labor distribution and some consistency of participation can be achieved with softer (less punitive) language.</li></ul>

	<p>Action item created for Lisa to reach out to other boards she is on “Do they have codes of conduct?” if so “What do they look like?” If possible will share Eli Mina’s book on reports.</p> <p>Meeting date of February 27 was set for code of conduct review and to approve audit recommendations.</p> <p>The meeting was adjourned at 5:46 pm</p>
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