

February 2, 2020

Board Attendees:

Holden Wall (chair)

Amanda Eagleson

Leslie Stark

Staff:

Carol Shillibeer

Colleen Brown

Regrets:

Frankie McGee

Meeting Began: 14:11

Meeting End: 16:19

Motions:

- 1) Motion from Holden to approve Agenda with Carol's additions and the notes from Frankie's email in Other Business. Seconded by Leslie. Motion Passes.
- 2) Motion from Holden to approve the January 5,2020 minutes with changes to punctuation and typo corrections. Leslie Seconded. Motion Passes.

Action Items:

- 1) Board to continue Brainstorming ideas for comps (who to offer to) collaborate with staff
- 2) Amanda to reach out to people regarding the Zac Legacy Project folder with March 7th deadline
- 3) Holden to put board model on Basecamp for discussion
- 4) Amanda to send board charity village links
- 5) Frankie and Leslie to make a shared document (between the two of them) for chapbook readers
- 6) Holden to assist in prioritizing of volunteers who will need background checks

14:11: Meeting called to order

Agenda Item 1:

Holden/Land acknowledgement:

We acknowledge that this meeting is taking place on the unceded Indigenous land belonging to the Musqueam Skwxwú7mesh and Tsleil-Waututh People.

It is important to consider where we are, the physical space we occupy. Consider Buildings and spaces like this one. What happened to make this building, this structure? This should be kept in mind

Compassion Agreement: *“Differences are not intended to separate, to alienate. We are different precisely in order to realize our need of one another.”*— Desmond Tutu

Community member has still has an interest in attending a meeting but was unable to come this week. May attend the next.

Motion from Holden to approve Agenda with Carol’s additions and the notes from Frankie’s email in Other Business. Seconded by Leslie. Motion Passes.

Motion from Holden to approve the January 5, 2020 minutes with changes to punctuation and typo corrections. Leslie Seconded. Motion Passes.

Holden reads out motion made and passed via Basecamp:

- **Motion to pass the November 11th 2019 Emergency Meeting Minutes.** This Motion passed with a Majority Yes Vote and one abstention (Frankie McGee) due to illness. February 2nd 2020. Motion archive in Basecamp.

Amanda reads new member name: **Kathleen Tonnesen** is a new member via email as of January 13th 2020

Agenda Item 2:

Leslie Reads Financial Report.*

- https://docs.google.com/document/d/1wW91YfR_j34faX0p3Z7hI3e5T4SEP-52V4ARWb5ebQ/edit#heading=h.k7wumnzbzbyc

*Financial Report appears in the appendix of minutes.

Was pointed out that Action Item updates were skipped in Item 1.

- 1) Amanda to reach out LC regarding Code of Conduct (this was done but no response received as of meeting date). Also asked person with previous role for contact from the

anti-oppression committee: Was given names as a recommendations (they are on active listener volunteer list)

- 2) Leslie to send out letters to specific members of staff. One is done and to be sent out asap. Discussion around meeting up with other members regarding a letter sent stating the need to disconnect from VPH. There are aspects the board is unsure of. There are instances listed in the letter where the writer assumes the board knowledge of what is being referenced but there is uncertainty about what is being referenced. So it's decided that clarification on a few points should be made in face to face meet-ups.
- 3) Amanda sent the letter to staff
- 4) Board met and discussed model. Model was decided on is on basecamp so that there can be further discussion regarding staff complaints (specifically staff having a place to go with complaints when complaints involved Admin or Board).
- 5) Leslie to extend personal invitation for Cips and mentorship role. This was done.
- 6) Frankie/board to ensure skped call set-up (this is no longer applicable)
- 7) Holden to remind Colleen about booking level 4 (done)
- 8) Youth Slam. *See Frankie's email
- 9) Leslie and Frankie to look into oratorealis / other possible readers for Cotyledon. This is done
- 10) Copy of insurance sent to Leslie ***Notes regarding insurance to be continued further in meeting

Agenda Item 3:

Verses Update. Venues booked. We are hours away from getting text done and up. Looking good for the Willie Perdomo finale.

Funds are spread thin (Willie is expensive but money is still in artist fee).

Colleen is still working regarding money for the train for artists (vs. a plane).

Joseph has secured drums

Leslie has spoken with funder

Yes and Matt were hired.

ASL interpreters have been confirmed for Sounds like Fire and the Finale

Comps: Ideas? Press? Call to continue to brainstorm any ideas for donar comps. We are to look into Compass Card donation. Reach out head of unions. Think of Something that could be a funding ask in the schedule (Vancouver community college//Douglas funding ask list) The issue of mobility=Fraser Health Funds =comps. Artrageous (VPL: library folks check with RC). Touchstone/Uncle Fathis, East Van Graphics. The post. Some community members were named. Some conversation regarding transportation concerns for one community member. Specifically offering someone comps to a show they may not be able get to. Flower shop: Zach lived above—cips final Zach award discussed---

Zach award: Leslie suggests names of those who may be helpful regarding information. Last year (it's on drive). Carol : Have to be specific. Leslie gives list of recipients she recalls

Amanda to reach out to people regarding the Zach legacy project folder.

Verses Committee nominations for the recipient of the Zach legacy project deadline names and who? What's the criteria and who fits it.

March 7th Deadline. For making the nomination. Name of winner

Poet of Honor? Leslie asked about this. Due to time runs.

Agenda Item 4:

Document regarding board models has been put on basecamp for discussion (see action item updates).

Colleen brought up highlighting in blue in the policy manual.

Training (PeerNet or Vantage Point).

Carol: What do you want to know?

There are also Free options---Charity Village---

Peer Net--- life cycles and structures of organizations---BC Arts Alliance---workshops

Amanda to send board charity village links and look into

Agenda Item 5:

Amanda to reach out to community members as there was a lot of "subtext" in the letter sent which board is guessing at the meaning of. And this is not a good start for a response.

Agenda Item 6 (Other Business):

Once we agree on partnership with BYRC (Broadway Youth Resource Centre) Youth Slam will be off the ground.

Colleen: Chapbook launch (per Frankie letter) Joseph and Nova "I would love to see people who are involved have a chance to read their work" –

Also: Jangle and shout: Invite all four from the team. Acknowledged that it is a time concern but this is what we decide on.

Holden (regarding readers): Nisha Patel is a good ask. Pointed out that there can be "co-edited credits given. List of possible readers given.

Frankie and Leslie list and send also Leslie to make a document (necessary anonymity)

Carol: Brief rundown of differences in insurance. There's local and national insurance liability. Local police is probably how we want to go. Provincial is more complicated. 26 clearance and 77 for employees (so if hiring for outreach it's 77).

Actual criminal background check (provincial) locally and we can forward funds
vulnerable sector check

Our insurance says VSC: right away (Tuesday Wednesday)

*Name provided as to who would likely be first given role (can be a "trial" as to how this will go)

Might need to be done

Holden asks about volunteer team (Hullabaloo prioritization)

All Hullabaloo volunteers will need this. Some questions regarding ALL volunteers.
Group supervised by some---RC Poets (but those handing out equipment?)

Key is those working with BYRC "technically supposed to have it". Prioritize Youth events: Active Listeners at those events should have it (Hullabaloo)

Colleen our thinking about who needs it NOW---who goes where/action item (update this) make a list***common sense approach. Prioritize those that who have to have it for hullabaloo

One on ones (those with direct interaction) are the ones that matter

Calls : Some discussion about Amanda having a separate phone number for calls

Meeting end: 16:19

Appendix

Financial Report

Leslie Stark, Treasurer
Carol Shillibeer, Financial Coordinator

Board Meeting: February 2, 2020

Travel Funding

The 2019 CFSW team owes VPH \$930.03; these funds were due in December 2019. As of February 2, 2020 this is still a current debt. By agreement of the board and the financial coordinator, the repayment period was extended until the end of February 2020. The team was notified of this extension on January 9, 2020.

The FC suggests that if the loan is not repaid by the end of February 2020 that the debt be stricken and the amount debited from the \$7000 made available for 2020. It is also suggested that no more loans be approved as a consequence and that the 2019 team be notified by the Board of Directors of this decision.

UPDATES: Late (9:10PM) Feb 1, 2020 Catherine Garrett transferred \$222.00 to the VPH account. This brings the amount owed down to \$708.03.

In an email Feb 2, Catherine confirms that the \$222 was a payment from Jenifer, that Catherine will be sending \$252 in a few days and that the balance will be coming from Sam.

Banking and Credit Cards

In early January 2020 a new credit card in the Financial Coordinator's name was received from Vancity Visa.

On January 10, 2020 the Arts Administrator and the Financial Coordinator applied for a further Visa card under the AA's name. This card will have the same terms as the FC's (\$7500 limit). On the same day an approval letter signed by 2 board members was delivered to the branch cancelling John MacRae's Visa, asking that the associated points be transferred to the corporate account.

All regular payments made for services like BaseCamp, the VPH printer, etc were linked to MacRae's card. They have all been transferred so that they now are linked to Shillibeer's card.

As of January 23, 2020 the Arts Administrator received the new Visa. The reloadable Visa originally taken out for the AA will be cancelled and the balance on the card will be returned to the VPH organization account by Colleen.

Overdraft Protection

As of January 10, 2020, per previous board agreement, VPH applied for overdraft protection on the Society's organization account. The amount requested is \$10,000. The contact person for this application is Jenn McGinn, Accounts Manager, Community Business and Investment Vancity, 183 Terminal Avenue, Vancouver BC V6A 4G2. Her phone number is 604.340.9722 and her email is jenn_mcginn@vancity.com. The application is in process. There will be an update in the next financial report.