

VPH MEETING

Sunday, January 8, 2017

Present: Fernando Raguero, director-at-large; Lindsay Alley, director-at-large; Sean McGarragle, director-at-large; Victoria Haynes, executive director; Leslie Stark, treasurer; Eileen Stephens, secretary; Megan Hooze, director-at-large (late).

Action items:

- ✓ Megan must write to the BC Arts Council notifying them of changes to the board by January 15.
- ✓ Johnny volunteered to update VPH's website. Victoria will follow up with Johnny by January 15.
- ✓ Sean has a lead with accountants in Victoria and will reach out to them by January 15 if VPH doesn't hear back from the ones initially contacted.
- ✓ Victoria will reach out to the Portland Hotel Society, Geist, and Fringe for mentorship by the next board meeting.
- ✓ Sean will call lawyer contact after the meeting.
- ✓ Megan will ask Chris Gilpin on January 9 to share her contract with VPH.
- ✓ Victoria will send contract templates to Leslie by January 13. Leslie will have contracts prepared and circulated within the next two weeks.
- ✓ Victoria will inform the programme directors of Andrew's resignation via email by January 15.
- ✓ Leslie will contact VPH's bank to send paperwork and will go in with Victoria, Megan, and second signing authority by the next board meeting.
- ✓ Sean will buy all three workshop recordings: new Societies Act, role of board chair, and board roles and responsibilities by January 15. Victoria will send recording links by January 9.
- ✓ Megan, Victoria, and Leslie will go through VPH's Google drive on January 15 at 2 p.m.
- ✓ Victoria will ask Jillian Christmas for Van Slam's budget on January 10.
- ✓ Sean will write up fundraising options for the meeting in mid February.
- ✓ Fernando will reach out to Andrew about resignation by January 9 via email.

Meeting began at 1:50 p.m.

The resignation email of Andrew Sutherland, former president of VPH, was forwarded to Victoria and read to the board. As there was no additional information provided, Fernando was to inquire with Andrew via email. A new president is needed ASAP; additionally, VPH's funding bodies need to be made aware of the change. An exit interview will also be performed with Andrew.

Motion:

Be It Resolved That VPH appoint Megan Hooge as new chair and president for VPH. Moved by Leslie; seconded by Sean. **Motion carried.**

Megan is the interim president until the AGM and can run for the role officially then, if they so choose.

Victoria received a message from Billeh Nickerson expressing interest in joining the board.

The potential new accountants have not answered their contact forms. Victoria would like to try Glasshouse Capacity Services Society, but is struggling with the financial language to use to express what VPH needs. Sean suggested another executive director to help.

No contracts have yet been created for the new hires, as there are taxing differences between regular employees and contract employees. It was decided it would be most appropriate and expedient to have the programme directors as contractors. Template contracts will be sent to Leslie.

VPH is considering having a workshop and possible overnight retreat at the end of May, as it will be post-Verses and post-grant season, as well as the beginning of the city's fiscal year. Sean will speak with Vantage Point about having the workshop on May 27. VPH will also be purchasing prerecorded workshops on the new Societies Act, the role of the board chair, and board roles and responsibilities. The link to the videos and passwords to access them will be added to VPH's Google drive. Additionally, a longer term goal for VPH will be to tear down the organization's separate websites and make one. It was also pointed out the written word is part of VPH's mission statement and must be included.

Motion:

Be It Resolved That if an organization or individuals wish to collaborate or attend a meeting with VPH, they must put in writing what they hope to accomplish and what they are bringing to the meeting. **Be It Further Resolved That** this must be submitted at least two weeks before the meeting. Moved by Sean; seconded by Lindsay. **Motion carried.**

Sean would like a meeting mid-February to discuss fundraising options and increase monthly donors. The date for the fundraising meeting will be set at the next board meeting.

The next board meeting will be January 26 at 7:30 p.m. in VPH's office. Megan will prepare the agenda for the next meeting. Items for the agenda must be sent by January 20.

Motion:

Be It Resolved That the meeting be adjourned. Moved by Sean; seconded by Megan.
Motion carried.

Meeting adjourned at 3:30 p.m.