

MINUTES OF VANCOUVER POETRY HOUSE

Place: Virtual Meeting Room

Date: January 8 2023

Board Members Attending: leslie stark , parv sachdeva, amanda eagleson

Staff: Colleen Brown, Johnny Trinh

Guest(s):

Motions:

- Motion made via virtual vote for the approval of the October 2022 and November 2022 minutes. Approved by majority vote January 8th
- Motion made via virtual vote for Leslie Stark to be President. Approved by majority vote November 30, 2022
- It was moved and seconded that Parv Sachdeva be made Treasurer. The Motion was adopted

Action Items:

- Amanda make recommended improvements to the post for Black History Month
- Colleen to check on the consistency of Social Media Messaging regarding access information
- Leslie will consider other options for Wordplay Workshops expansion (see [poetry in voice](#))
- Amanda will check on specific rules and society's act regarding changes to manual and look into this further
- Amanda will make changes to Calendar (shifting Policy Work to March) and list other items to be done

Call to Order: 16:10

Adjourned: 17:26

Chair(s): Leslie

Agenda Item	Discussion and Decisions
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1a) Approval of the October 2022 and November 2022 Minutes	Motion made via virtual vote for the approval of the October 2022 and November 2022 minutes. Approved by majority vote. 3 approved 2 abstention--Voting completed January 8th
1b) President/Chair Vote Results	President/chair vote results: 3 votes (2 abstention) Leslie to be chair/president)--Virtual Vote November 30, 2022
1c) Addition to Agenda: Vote for Parv Sachdeva to be Treasurer	It was moved and seconded that Parv Sachdeva be made Treasurer. The Motion was adopted
1d) Black History Month posts	<p>Amanda presented information on the Black History month post from last year to be this years' on Feb 1st for purposes of feedback for this year.</p> <p>In addition she recommended a mid month post for the community alerting them as to where to find the audit results/information.</p> <p>Feedback Provided Regarding Post:</p> <ul style="list-style-type: none">• That the List of Poets be put in alphabetical order and by geographic location• To add to the list additional poets (with emphasis on East Coast Representation which is lacking)• Some sort of organization of poets who have died verses contemporary poets so that list can provided the reader with access to poets they may want to book for events

<p>1e) Action Item Updates:</p> <ul style="list-style-type: none"> ● Action Item for Amanda to send out Policy Info ● Leslie to drop mic covers off to Johnny ● In Magpie's absence will need to do Policy Work and work with Kay conflict resolution training? 	<ul style="list-style-type: none"> ● Action Item for Amanda to send out Policy Info– Completed ● Leslie to drop mic covers off to Johnny- Completed ● In Magpie's absence will need to do Policy Work and work with Kay – While work continues there was a drop in communication/and delays in communication as roles were re-sorted, on the boards' side. <ul style="list-style-type: none"> ○ One issue which was brought up in that limited communication was the recommendation for conflict resolution training for volunteers. Amanda offered to send out the group Kay recommended, however invites to the Hollaback training (previously agreed on as a good option) have been sent out to volunteers by the GM. ○ Regarding masking it was stressed that capacity is not there to go above what is provided by the venue with regards to masking. It will be asked that people wear masks and that mic covers are used. ○ Was asked if all access information is now being included on ALL <u>social media posts</u> as this was also a concern that was raised. <ul style="list-style-type: none"> ■ Website venue access information (for community pizza) was updated per the information provided by board member ■ GM will look into consistency on Socials. Noted that The link to the access info will always be on the Event Brite post
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2) WordPlay Report from Amanda W	<p>Amanda E presented the following about WordPlay as Provided by Amanda W:</p> <ul style="list-style-type: none">● Accomplishments for November include:<ul style="list-style-type: none">○ Continued to foster relationships and support with poets on the roster through email phone calls and virtual meetings.○ Engaged in phone conversations with educators in Vancouver to support workshop meeting○ Responding to inquiries from educators about workshops,○ Booked poets for a number of wordplay workshops/sent out booking confirmations along with details to poets & educators○ Communication with Laura and Treasurer regarding the register and documenting of payment to ensure ease of payment for poets and invoicing of schools (cc'd Laura on invoicing)○ Follow-up emails sent for the purpose of feedback on workshops○ Found replacement poets if scheduled poets needed to withdraw due to illness or conflict○ Updated website with Poet Bios○ Met with Colleen regarding planning and future (redesign) of fees○ Feedback form designed○ \$5000 in revenue for current bookings (last 3 months)● Goals<ul style="list-style-type: none">○ As National Poetry Month nears gearing up to reach out to known elementary schools○ 2 bookings set for New Year○ 90 minutes meeting planned for staff and poets Date: TBD

	<ul style="list-style-type: none"> ○ Feedback will continue to be elicited from educators ○ Will continue to foster relationships with roster poets ○ Continue communication with Laura regarding invoicing etc ○ Continue to streamline booking and feedback process ○ Follow Up with poets regarding police checks and first aid training <p>Follow-Up Questions addressed:</p> <ul style="list-style-type: none"> ● Inquiry regarding potential changes in distribution of fees (this did stay the same) ● Had been looking into after school programs but with board's input it was decided the responsibilities required outweighed benefits ● Audience shift could change payment/income but this has yet to occur (though it has been considered and looked into multiple times) ● Leslie will consider other options for Wordplay Workshops (considered Touchstone theater model/Poetry in Voice)
<p>3) GM REPORT</p>	<p>The GM Colleen presented the following:</p> <ul style="list-style-type: none"> ● Was noted: Organization is Running into potentially difficult territory regarding the budget (Both GM and AD are working on this). Similar to position in 2020 (alignment with budget will result in a 40,000 deficit / misalignment is an 80,000 deficit) ● The difference between other Arts Organizations and VPH in this regard is that VPH continued to run during the pandemic, increase people's pay, and artists continued to be paid throughout the pandemic ● Working on 3 grant applications for this week: ● One for the league of poets \$3000 ● Telus Grant for \$20,000 for educational programing

	<ul style="list-style-type: none">• \$20,000 application to the Vancouver Foundation• Noted that Arts impact grant submitted
4) AD REPORT	<p>The AD Johnny presented the following:</p> <ul style="list-style-type: none">• VanCity is being reached out for a community grant(\$5000).• Reaching out to Joseph Bardsley (who has extensive experience with fundraising) and Connected with former executive director of the Queer Film Festival (who has extensive experience with fundraising).• Considering the “poet Academy” model.• Regarding the Move to community pizza (this seems to be working well overall) Moving to Weekly slams has been going well.• Trevana has sent a proposal as to how they want to run the slam (switching between slam and more open mics).• A Host roster is being built.• Festival work is going well.• Verses Tracker is updated.• RC will be available for the Youth Video portion of Hullabaloo.• Feedback on Excerpts was very positive, an artist did have challenging and important thoughts/feedback (in moving towards equity).• From Excerpts there was a positive meeting with Ziyian Kwan of Marrow Dance (who does a lot of poetry work there as well). As a result they are Planning an Asian Heritage event on May 19th featuring a poem dialogue from across the diaspora• A note on VPH Resources and VanSlam: There has been some personal funding (mic stand etc) and tech challenges. Gratitude was expressed for Alex and Trevana who do bring in their personal tech (laptops etc.) which is a liability. Currently, Johnny is using his laptop with a guest profile. The intent is to sell the laptop at below market price to VPH. This

	is intended for when there is more certainty financially.
5) Anti-racism work: (policy/	<p>Check in.</p> <p>Presented by Amanda:</p> <p>As policy was a big part of the audit it was listed for the start of next month for completion. This was started in that the shared doc was sent and notes have been made.</p> <p>Noted by Johnny: The Asian Heritage event on May 19th will have a focus on anti-racism and inclusion. Johnny is the Artist in Residence at the Moberly Arts Center a largely racialized older community and the City/ Roundhouse is offering space for programming</p> <p>Clarification provided regarding May event. Asian Heritage Month Society runs Exploration (the largest Asian Heritage month programming in Vancouver) this contains 5 key personally produced events with digital programs highlighting other programs. Morrow proposal is a trial event between VPH and them. There would be a small cost (shared cost with Morrow). Was stressed that this was a shared event.</p> <p>Strong first steps were made with engaging with the deaf community. We are looking to engage with the deaf community more. Consideration of the term "Forced intimacy"</p> <p>Further conversation regarding funding for Body Language (and project grants vs. operating)</p> <p>Need to grow/expand Verses programming in the future</p>
6) Financials : Balance report https://docs.google.com/spreadsheets/d/1Sb6vbVrN6Ho4rfIVma2K1Ae1CSFXlgoR/edit#gid=1991641859	<p>The Balance Report was provided for October (as was based on the December meeting).</p> <p>Budget was sent out by Colleen.</p> <p>Has been reviewed.</p> <p>Chair opened the meeting to questions regarding the Budget.</p> <p>Deficit was discussed earlier in the meeting.</p> <p>Further clarified that the organization did go back to full staff with half the number of events (slams)</p>

<p>7) Arrange meet-up for policy discussion: https://docs.google.com/document/d/1lhT_Pp3D1jyU2nMHMSuSso_MyoHhxTx2WdnnwYarw1g/edit Focus: *complaints process (member complaint re: board member) *wisdom circle</p> <p>And Calendar “to-do” list https://docs.google.com/spreadsheets/d/1p6ZwZNwt8rR81J8hQzVWwCRAcwxBd0uABM6_4guJE/edit#gid=0</p>	<p>Inquiries made if there is any availability for policy discussion in January. Additionally if members had any opinions on committee input for this process.</p> <p>There was some question if policy changes should happen at a General Meeting. Part of the reason the policy was shifted to bylaws was to allow for flexibility (for board to just be able to vote on this).</p> <p>Amanda will check on specific rules and society’s act regarding changes to manual and look into this further</p> <p>Amanda will make changes to Calendar (shifting Policy Work to March) and list other items to be done</p>
<p>8) Meeting Days “is a switch to Saturday mornings possible ?”</p>	<p>This is an option. Later morning to 1pm would be best.</p>
<p>9) Other Business</p>	<p>GM announcements: January 19th is the “your voice is needed at the board table” event please invite anyone who might be interested in attending. Jan 23rd is volunteer appreciation night. Ida (videographer will be there to record a slam likely the 23rd)</p>