

Approved August 8 2024

MINUTES OF VANCOUVER POETRY HOUSE

Place: Virtual Meeting Room

Date: Board Members

Attending: Amanda Eagleson, Catherine Lewis, Michelle Ibalio,
Parv Sachdeva, Lucy Yang

Regrets:

Staff: Johnny Trinh

Guest(s):

Motions:

- Motion to approve the May minutes. Approved unanimously

Action Items:

- Amanda to make post on Website (around AGM) to be added to socials (instagram etc)
- Board and staff to discuss maybe switching over (booking platforms)
<https://www.zeffy.com/> and/or <https://humanitix.com/ca>
- Amanda and Johnny to meet up regarding AGM (software and providing advance motions)
- Current Voters List (for AGM)
- Amanda to share the edited policy manual and move to a shared file
- Board and staff to work on adding all needed items to the AGM file folder (reports etc)
see previous file for reference

Call to Order: 19:05 (7pm)

Adjourned: 19:55

Chair(s): Amanda

Agenda Item	Discussion and Decisions
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<p>1) AD Report</p>	<p>*Moved Agenda Item 2 to 1 (AD report moved to first agenda item)</p> <p>Johnny presented the following:</p> <ul style="list-style-type: none">● Due to funding that came through we had enough to finish out the contracts of contract staff● July is a quiet month for VPH.<ul style="list-style-type: none">○ August Johnny MacRae to be brought in as admin support role○ We have had one-off events (July 10th 'Poetry in the Park example) with more coming○ set-up/planning for upcoming projects is taking place● Excited for relaunch in September.● There is still ongoing outreach regarding venues (options). As established previously we are well established at Joy Kogawa house. There will be regular events (slam etc.) there starting October. They provide infrastructure (box office split)● September 28th Word Vancouver Launch.<ul style="list-style-type: none">○ NOTE: in the event that Johnny is called away that weekend (which is a possibility) board support has been requested. At Word we have a booth and we will work in partnership event (4-6 readers and the theme is: Generationality. Hope is to curate a poet and their mentor/mentee)● Culture Days= Poets in the kitchen. 4 Workshops. Moberly arts Centre.● Headliners confirmed for Verses 2025● Multiple venue options (and event options)● Good News: More funding to be released from Department of Heritage (of which we have previously \$10,000 confirmed)● Multiple funding meeting. Focus in August →marketing planning● Solid financially (right where we need to be for the coming year).<ul style="list-style-type: none">○ Budget being worked on for 2025
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	<p>*Johnny’s staff review/conversation was completed this year Other notes: Joy Kogawa has been approved for renovations (shouldn’t have an effect but is something to keep an eye on)</p> <p>Cultch/Wise Hall and maybe VFS again for hullabaloo</p> <ul style="list-style-type: none"> • Though further down on agenda ask was made about a socials announcement (regarding August AGM and membership Renewal).
<p>2) Approval of May Minutes and Action item updates</p> <p>Action Item updates:</p> <ul style="list-style-type: none"> • Amanda to confirm WoodWards is not an option for the meeting room (and reach out to Johnny regarding date and rental) 	<p>Lucy put forward a motion to approve May minutes. Catherine seconded. Motion was unanimously</p> <p>Completed (Woodwards is not an option Johnny has confirmed Joy Kogawa)</p>
<p>AGM Conversation:</p> <p>A socials callout for members (in this next week)</p>	<p>Amanda presented the following:</p> <p>Socials Posting around membership further feedback:: suggested adding the link for membership to bio on Instagram and links can be added to stories if a story was done (that does, of course, disappear though)</p> <p>Johnny: Added that a link for the AGM announcement should be created. This should be done 3 weeks prior. Action Item for Amanda</p> <p>Conversation around access for Joy Kogawa (surrounding the AGM). There is a virtual option. But if someone wants to attend in person we can offer to make accommodations (we can do the meeting in front on the lawn area in a tent—this HAS been done for the writers group). We can request people share what their access needs are.</p>

<p>What is needed? Current Voters (list)</p> <p>Eventbrite setup for virtual option (and on day eventbrite list)</p> <p>Online ballot system set up</p> <p>REPORTS: President/secretary/Treasurer</p> <p>Terms up: Amanda</p> <p>Things that should be covered in the reports:</p>	<p>Another socials reminder of the AGM closer to date (and an email reminder)</p> <p>Current Voters (list): Amanda</p> <p>Amanda expressed why this was wanted/needed. Input provided (alternative ticketing platform: May move from EventBrite to Zeffy. If the board doesn't confirm prior to the next couple of weeks can just use EventBrite (Amanda brought up Humanitix)</p> <p>*Last Year's Mins are always voted on at the current AGM.</p> <p>Amanda requested feedback on the online ballot system.</p> <p>Overall, consistency is paramount .</p> <p>Johnny expressed having membership aware of providing motions in advance.</p> <p>President/secretary/Treasurer: map provided to review AGM folder (reports). Parv has done the Treasurer report before</p> <p>Amanda's term is up. Is not going to put name in for another two year term. Johnny brought up succession planning through September. Amanda: Appreciated would want to hand over flash drive, register with province. "Final term but I will officially end my term September 15th (for the purposes above). Can include in report and additionally at the September Board Meeting.</p> <ul style="list-style-type: none">• Strategic Plan will be covered by Johnny• President shares highlights of the year (from their perspective. Secretary shares stats (that are not financial)
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	<ul style="list-style-type: none"> • HR Hiring processes (external hiring process will be shared long term/permanent employee will be external) • Address the policy manual not being completed yet • Shared Information on Policy Manual 																																														
<p>4) Balance Sheet for Jun</p>	<table border="1"> <tr> <td>1240 · Door Floats</td> <td>200.00</td> </tr> <tr> <td>Total Other Assets</td> <td>200.00</td> </tr> <tr> <td>TOTAL ASSETS</td> <td>38,252.95</td> </tr> <tr> <td colspan="2">LIABILITIES & EQUITY</td> </tr> <tr> <td colspan="2">Liabilities</td> </tr> <tr> <td colspan="2">Current Liabilities</td> </tr> <tr> <td colspan="2">Credit Cards</td> </tr> <tr> <td>2011 · AA Credit Card ...9736</td> <td>23.91</td> </tr> <tr> <td>Total Credit Cards</td> <td>23.91</td> </tr> <tr> <td colspan="2">Other Current Liabilities</td> </tr> <tr> <td>2050 · Accrued Liabilities</td> <td>4,200.00</td> </tr> <tr> <td>2100 · PAYROLL LIABILITIES</td> <td>1,198.74</td> </tr> <tr> <td colspan="2">2300 · DEFERRED CONTRIBUTIONS</td> </tr> <tr> <td>2310 · Deferred contrib app grants</td> <td>15,258.79</td> </tr> <tr> <td>Total 2300 · DEFERRED CONTRIBUTIONS</td> <td>15,258.79</td> </tr> <tr> <td>Total Other Current Liabilities</td> <td>20,657.53</td> </tr> <tr> <td>Total Current Liabilities</td> <td>20,681.44</td> </tr> <tr> <td>Total Liabilities</td> <td>20,681.44</td> </tr> <tr> <td colspan="2">Equity</td> </tr> <tr> <td>32000 · Retained Earnings</td> <td>(3,197.14)</td> </tr> <tr> <td>Net Income</td> <td>20,768.65</td> </tr> <tr> <td>Total Equity</td> <td>17,571.51</td> </tr> <tr> <td>TOTAL LIABILITIES & EQUITY</td> <td>38,252.95</td> </tr> </table>	1240 · Door Floats	200.00	Total Other Assets	200.00	TOTAL ASSETS	38,252.95	LIABILITIES & EQUITY		Liabilities		Current Liabilities		Credit Cards		2011 · AA Credit Card ...9736	23.91	Total Credit Cards	23.91	Other Current Liabilities		2050 · Accrued Liabilities	4,200.00	2100 · PAYROLL LIABILITIES	1,198.74	2300 · DEFERRED CONTRIBUTIONS		2310 · Deferred contrib app grants	15,258.79	Total 2300 · DEFERRED CONTRIBUTIONS	15,258.79	Total Other Current Liabilities	20,657.53	Total Current Liabilities	20,681.44	Total Liabilities	20,681.44	Equity		32000 · Retained Earnings	(3,197.14)	Net Income	20,768.65	Total Equity	17,571.51	TOTAL LIABILITIES & EQUITY	38,252.95
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