

## MINUTES OF VANCOUVER POETRY HOUSE

Place: Virtual Meeting Room

Date: Jun 12, 2022

Attending:

Lisa Webster

Holden Wall

Leslie Stark

Absent: Amanda Eagleson

Staff: Colleen Brown, Johnny Trinh

Guest(s):

Action Items:

- Sign AD Contract
- Colleen and Johnny to start onboarding
- Colleen and Johnny to meet regarding community consultation
- Colleen to send Lisa a copy of the Insurance Policy

Call to Order: 16:15 (4:15pm)

Adjourned: 18:00 (6pm)

Agenda Item	Discussion and Decisions
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1a) Virtual Votes Read into Minutes	<p>It was moved and seconded that payment of \$3000 be approved for the GM for the extra work put in over Verses. The motion was adopted June 5th 2022</p> <p>It was moved and seconded that the board approve and reach out to the recommended candidate for AD Per the Hiring Committee The motion was adopted June 5th 2022</p>
1b) Minutes for May 2022	<p>It was moved and seconded that the approval of the May Minutes be postponed until the July Meeting and Action Items deferred. The Motion was adopted</p>
2) Financial Report	<p>Link to report provided Financial Report accepted as written</p>

<p>3) Anti racism work (moved from 4 on Agenda)</p>	<p>Recommended reading : “The Wake Up” for improving organizations. “So you want to talk about race” Focus on nonviolent communication and Calling In.</p>
<p>4) HR Discussion (moved from Agenda Item 5)</p>	<p><i>Reminder AGM Sat August 13 1500</i></p> <p><b>Selena Couture of the Department of Drama</b> works in Indeginous Theatre has excellent recommendations regarding hiring communications.</p> <p>Conversation regarding moving over to employees (and if current AD contract should be signed).</p>

	<p>Cost: \$10,000 a year approximately EI CPP/taxes Need to discuss (with accountants) especially as this may require a change in Financial Coordinator</p> <p>Current status is not comparable to other nonprofits of similar size (these have employees)</p> <p>This has not been done previously due to a lack of capacity and the status of financial records was not previously in a place to address this</p> <p>Best if this is address during review engagement time when I can talk to an accountant issue with potentially needing to replace financial advisers</p> <p>Contract does need to be signed</p>
<p>5) GM Report</p>	<p>The Following Was Reported:</p> <ul style="list-style-type: none"> <li>• Review Engagement Midway Through Payment issues (just resolved) ***Holden to send out doodle poll***employee meeting Colleen recommended waiting on a meeting to address employee status until after meeting with the engagement</li> <li>• Close to addressing EFT limits. GM asked for Treasurer input (The limit we have set on VanCity 40,000 month 20,000 week/day...not enough during festive season") Colleen 80,000 Best. Pretty safe at 60,000 Treasurer confirmed 80,000</li> </ul>

	<ul style="list-style-type: none"><li>● Vulnerability check (still no response) These will need to be done individually</li><li>● Hollaback bystander training was recommended to Alex for volunteers for Frankie's show</li><li>● Trevanna, Alex, Colleen met about promotion for slam</li><li>● Wordplay invoicing still being worked on</li><li>● Problem with after school programming. Were approached by Vancouver Schools (VSB) about after school programming. As a result of the pandemic no teacher will be present. "We are adults". Requires 2 poets with criminal records checks, at least one with first aid. Will need Increased insurance (5 million) and register students ourselves as we are the ones responsible for getting the student back to the adult (we have to provide first aid kits). Link to memorandum of agreement.</li><li>● Leaning towards saying no due to admin costs</li><li>● "Your voice is needed at the Board" event. Need second community event (Johnny and Colleen to meet Re: community consultation)</li><li>● RBC gaming grant was received</li><li>● Request made for Insurance Policy</li></ul> <p>Meeting adjourned 18:00</p>

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