

June 14, 2020

Board attendees:

Holden Wall (chair)
Amanda Eagleson
Frankie McGee
Leslie Stark

Staff:

Carol Shillibeer
Colleen Brown
Joseph Dandurand

Regrets:

Guests:

Meeting Began: 14:06 (2:06)

Meeting End: 17:15 (5:15)

Motions:

- Holden motion to adjust the agenda order of items Frankie seconded. Motion carried.
- Motion to approve the previous minutes made by Holden. Amanda seconded. Motion carried.
- Motion to transfer money back into the gaming account from the Organization Account to cover the cost of \$450 from the Riverside cheque paid in error from the Gaming Account
- Basecamp Motion: Motion was passed unanimously on May 25, 2020, to add the following to the Policy Manual:
 - *In extreme situations such as the Coronavirus pandemic, a laid-off contractor who also has signing authority on the Vancouver Poetry House accounts may keep their authority to sign financial transactions during the period of their layoff. Should the contractor resign, their authority to sign shall be revoked within 7 days of the effective date of their resignation*
- *Motion change policy regarding voting during probation period made by Amanda: Holden seconded motion carried.*

Action Items:

- Joseph to send photos of his children's play and a description out so we have for actions---he can then mail out directly to people sold to if this is easier
- Holden to select candidates for two people to tally votes at AGM
- **Colleen to send out info so membership is aware regarding new members numbers**
- **Board to form AGM Agenda**
- **Colleen to add Survey question gauging if continuing online events are wanted**
- **Board to add survey question to diversity questionnaire**

- Colleen and Joseph will arrive at a list of things with which they have assistance from Carol (ongoing)
- Board to Discuss We Show Up pricing (up the base price?)
- Colleen to change “organization” to “society” in the anti-harassment section of the policy manual
- Amanda to assist Colleen in the job posting
- Board member (Frankie) add to anti-racism survey: where folks can rate different steps we could take in terms of what's a priority for them

14:06: Meeting Called to Order

Agenda Item 1:

- *Land Acknowledgement: As we gather for this meeting virtually let us take a moment to reflect on the meaning of place, and recognize the various traditional lands on which we do our meeting today. I am on the ancestral territories of the Słwǰwú7mesh, Tsleil-Waututh, and Musqueam people*
- *Compassion Acknowledgement: Kindness eases fear. And a sweet and powerful, Positive Obsession... Blunts pain, Diverts rage, And engages each of us, In the greatest, The most intense, Of our chosen struggles-Zora Neale Hurston*

Holden makes a motion to change the Agenda Order, Frankie Seconded. Motion passed. The order changed as follows:

Land acknowledgment/compassion acknowledgment

- Approve May meeting minutes
- Action item updates
- Read in the basecamp motion
- Motion RE: money transfer to the gaming account
- New and renewing members
- Financial report
- Policy changes
 - Anti-harassment
 - New board member voting power
- Staff positions
 - Curriculum development position
 - Financial coordinator position
- Anti-racism work plan and updates
 - Budget possibilities

- AGM discussion
 - Changes to EGM 2019 minutes?
 - Community conversation before AGM
- Possible return to live events during summer

- Motion to Approve the May 10, 2020 minutes made by Holden. Frankie Seconded. Motion Carried.
 - Action Item Joseph to send photos of his children's play and a description out so we have for actions---he can then mail out directly to people sold to if this is easier *Th'owxiya: The Hungry Feast Dish*
- Action Item Update:
 - Colleen and Joseph will arrive at a list of things with which they have assistance from Carol: Ongoing
 - To discuss Policy Manual Updates on Basecamp
 - To continue the conversation on distribution of labor online
 - Develop Questionnaire questions
 - Holden to select candidates for two people to tally votes at AGM: current action item
 - Select an exact day and time in the third week of July for the AGM
 - Complete Policy Update(s) with Carol's input
- Basecamp Motion: Motion was passed unanimously on May 25, 2020, to add the following to the Policy Manual:
 - *In extreme situations such as the Coronavirus pandemic, a laid-off contractor who also has signing authority on the Vancouver Poetry House accounts may keep their authority to sign financial transactions during the period of their layoff. Should the contractor resign, their authority to sign shall be revoked within 7 days of the effective date of their resignation*
- Motion from Amanda to transfer money back into the gaming account from the Organization Account to cover the cost of \$450 from the Riverside cheque paid in error from the Gaming Account. Holden Seconded. Motion Carried.

Renewals

- *Rabbit Richards*
- *Tessa Bourignon*
- *Carol Shillibeer*
- *Frankie*
- *Amanda Eagleson*
- *Leslie Stark*
- *Holden Wall*
- *Tawahum Bige*
- *Johnny MacRae*
- *Daniyah Shamsi*
- *Christine Bissonnette*

- *New members:*
- *Joseph Dandurand*
- *Sam Peters*
- *Matt Miller*
- *Leia Herrera*
- *Kyle Hawke*

Item 2:

Financial Report (full report in appendix)

https://docs.google.com/document/d/11OxDAY9Lrh0vHkNggJcC1y_fCAuRwWdsw6o4QfGDxKE/edit

Brown Paper Tickets is going bankrupt unlikely that any held funds will be released anytime soon.

Colleen had questions regarding the negatives. Details regarding Wordplay are further down and was noted as no poets are being paid/working this offsets the negative number.

CODE/Description

| | |
|--------------------------|-------------|
| Oct 2019- | |
| Jan 2020 | |
| Feb 2020- | |
| May 2020 | |
| Change | |
| 4110_door income__Slam | |
| | \$ 6,884.76 |
| | \$ 2,360.00 |
| | -4524.76 |
| 4145_workshops__WordPlay | |
| | \$ 7,745.00 |
| | \$ 1,180.00 |
| | -6565.00 |
| 4305_donations | |
| | \$ 530.20 |
| | \$ 1,862.41 |
| | 1332.21 |

TOTAL

Item 3 (two items in the previous agenda combined into one):

Policy Changes

The Following Changes were made by Colleen in the Policy Manual (Harassment section).
Board approves with the change of “organization” to “society”

Anti-Harassment Policy

Vancouver Poetry House is committed to continually developing a healthy, harassment-free environment for all our contract staff, volunteers, and participants. VPH has developed an organization-wide policy intended to prevent harassment of any type, including sexual harassment, of its contract staff, artists, volunteers, and members, and to deal quickly and effectively with any incident that might occur.

Amanda made a motion to change the policy manual probation requirement that new board members can not vote for three months. Holden Seconded. Some discussion regarding the purpose of the addition of the requirement as a method of protection. Due to the turnover rules for AGMs this should not be an issue with regards to board stability.

Amanda resubmits motion. Holden Seconded. Motion passes.

From the policy manual/Strikethrough is what was removed:

Probationary Period for New Board Members

New board members have a probationary period of 3 months. In that first 3 months, board members are responsible for attending meetings, reading relevant materials, taking part in discussions and training ~~but they may not vote on board decisions until after the successful conclusion of the probationary period.~~

Successful completion of the probationary period is decided by a majority vote of the current board. The majority vote will be considered the decision of the regular board. If a board member has been overruled by the majority decision, that board member may register an objection in the board minutes.

The transition of probationary to regular board member requires the agreement of both the probationer and a vote by the regular board.

Item 4 (two items in previous agenda combined by topic):

\$2,000.

The Curriculum Developer will help design and create curriculum materials, and train educators on how to apply these tools through workshops. Integrating new technology.

Part of a collaborative team helping Vancouver Poetry House Society (VPH) move curriculum to online formats and to develop curriculum for new communities of students and new educational partners (at-risk youth, adult learners).

The team of curriculum developers will help integrate new technology and adapt the existing curriculum to digital formats. The team will use the same combination of video conferencing (currently suggesting Blue Jeans) and classroom software (currently suggesting Google Classroom or Moodle) and/or make suggestions to VPH for other software.

Dana De Samedi, Tessa Bourguignon, Moe Clark

Was asked why this was an internal position and not an open call. The reasoning is that we need people who know the system and wordplay ... Moe has done a great deal of work towards wordcamp and it is a chance to pay them for their labor.

\$800

Financial Coordinator

Pay rate increases. Amanda to help Colleen with posting. Ad focus non-profit bookkeepers.

Item 5:

Anti-racism work budget possibilities: "everything up in air" budget-wise. Carol: Look into groups who already do this work (oversight people) to get an idea. Add to the survey **(AA)**: survey **where folks can rate different steps we could take in terms of what's a priority for them** "Sounds like we already have an action plan set." Regarding cost benefits of coalitions (there are creative things we can do that cost little with a lot of benefits). Holden believes best to wait for survey results.

Item 6 (previously two items in the agenda combined by topic):

AGM discussion

- Changes to EGM 2019 minutes. People at the AGM wanted more info. Sent information to everyone at the AGM. Receives no response.. Can add the additional details as an addendum.
- Community conversation before AGM will have to be after AGM
-

Item 7:

Return to Live Events

Possible return to live events during summer. Frankie asks about outside in chat. The only issue with that is if we want to show online as well. Slam or special events. If Slam judging aspect (Facebook event?)

Action Item gauge desire for live shows and/or Desire to continue to have live events shown online.

Holden adjourns the meeting. 17:15 (5:15pm)

Appendix

Financial Report

Leslie Stark, Treasurer

Carol Shillibeer, Financial Coordinator

Board Meeting: June 14, 2020

Brown Paper Tickets

\$1843.25 is owed to VPH by BPT from sales/donations garnered from early Verses 2020 sales. This represents funds earned but not refunded. (Patrons chose to donate rather than ask for a refund.) Due to BPT's sudden losses, it looks like they may be forced into bankruptcy. Likely, VPH will never see these funds. They are no longer responding to email.

Financials_January through April 2020

https://drive.google.com/file/d/1aNL9lvc6yD0OppheS_d6-4jwh22sD_aw/view?usp=sharing

Programs

Income, sample

CODE/Description

Oct 2019-

Jan 2020

Feb 2020-

May 2020

Change

4110_door income__Slam

\$ 6,884.76

\$ 2,360.00

-4524.76

4145_workshops__WordPlay

\$ 7,745.00

\$ 1,180.00

-6565.00

4305_donations

\$ 530.20

\$ 1,862.41

1332.21

TOTAL

-9757.55

Expenses, sample

CODE/Description

Oct 2019-

Jan 2020

Feb 2020-

May 2020

Change

5105_Slam costs_artists (not including CFSW)

\$ 1,425.00

\$ 1,100.00

-325.00

5110_Slam costs_salary

\$ 2,000.00

\$ 3,200.00

1,200.00

5125_Slam costs_videography and/or sound

\$ 1,560.00

\$ 465.00

-1,095.00

5141_Slam costs_prize money

\$ 1,120.00

\$ 865.00

-255.00

SLAM TOTAL

\$ 6,105.00

\$ 5,630.00

-475.00

5105_WordPlay costs_artists (not including Pro Dev)

\$ 4,120.00

\$ 1,600.00

-2,520.00

5110_WordPlay costs_salary

\$ 3,200.00

\$ 1,600.00

-1,600.00

5155_WordPlay costs_Pro D

\$ 1,926.20

5175_WordPlay costs_artist prep fee

\$ 80.00

\$ 160.00

80.00

WORDPLAY TOTAL

\$ 9,326.20

\$ 3,360.00

-5966.20

TOTAL Slam and WPlay

\$15,431.20

\$8,990.00

-6441.20

Slam income in April and May 2020__

\$ 80.12

Slam expenses in April and May 2020__

\$ 2,000.00

*doesn't include BlueJeans

WordPlay income in April and May 2020__

\$ 0

WordPlay expenses in April and May 2020__

\$ 0

*Tessa on layoff

Events

Mashed Poetics 2020, income__

\$ 245.66

Mashed Poetics 2020, expenses__

\$ 1,500.00

*reflects partial fee donation

CIPS 2020, income__

\$ 119.00

*Stripe

CIPS 2020, expenses__

\$ 1,600.00

*director and video fee

CIPS data:

- 7 contributions from 37 attendees

- Stripe income May 19-23__\$119.00
- BPT income (as presented by BPT but unlikely to pay out)
 - Canadian Individual Poetry Slam Championship FINALS \$ 81.00
 - CIPS 2020 Venue Representative Registration \$ 352.45
 - CIPS 2020 Storm Poets Registration \$ 1,409.80
 - **TOTAL** **\$ 1,843.25**