

MINUTES OF VANCOUVER POETRY HOUSE

Place: Virtual Meeting Room

Date: Mar 6, 2022

Attending:

Holden Wall (presiding)

Leslie Stark

Lisa Webster

Amanda Eagleson

Absent:

Staff: Colleen Brown

Guest(s): Karla Laird

Action Items:

- Discussion to take place between the board and Colleen on Executive Director duties and how to divide responsibilities (as we don't have an Executive Director)-
- Amanda to reach out to staff regarding Cafe Deux closing...specifically regarding collecting pictures and memories
- Work on Board Accountability Statement
- Amanda to send notes of appreciation to staff
- Lisa to reach out to other boards she is on regarding Director codes of conduct (do they have them? What do they consist of?) and to provide Eli Mina documents IF available
- Colleen will review emails (where looped in with Joseph and Sean). Review of communications regarding "Famous Last Words"
- One on One with Karla to go over recent work and history of organization
- Colleen will check-in and confirm dates of KP video training

Call to Order: 4:05pm

Adjourned: 5:35pm

Agenda Item	Discussion and Decisions
<p>1a) Discussion and Vote on Preferred Method for Minutes</p>	<p>Secretary presented the following:</p> <p>A Breakdown of the Three Types of minutes:</p> <ul style="list-style-type: none"> • Decision-only minutes • Anecdotal minutes (decisions and discussion summaries) • Verbatim minutes (word-for-word records of what was said) <p>If anecdotal used for the AGM community to be advised at the Start of the AGM</p> <p>It was moved and seconded that Anecdotal Minutes be the preferred method for all of VPH's Regular Meetings ,AGMs ,and EGMs (with the assigned action items listed as they are currently)</p> <p>The motion was adopted</p>
<p>1b) Minutes for February 13, 2022</p>	<p>Edit “staff” to “volunteers” in the second bullet point (on agenda item 6)</p> <p>It was moved and seconded that the minutes from February 13, 2022 be approved.</p> <p>The motion was adopted</p>
<p>1c) Action Item Updates</p>	<ul style="list-style-type: none"> • Leslie to contact Colleen and let her know she has a vehicle available for use to help remove our items from the Cafe—Completed • Discussion to take place between the board and Colleen on Executive

<p>1d) From the meeting on February 27th, 2022</p>	<p>Director duties and how to divide responsibilities (as we don't have one)---Carried over</p> <ul style="list-style-type: none">• Board to reach out to staff regarding Cafe Deux closing...specifically regarding collecting pictures and memories—Carried Over• Work on Board Accountability Statement—In progress• Board to meet (Feb 27th) to approve audit, review director code of conduct, and discuss accountability statement.---Completed• Amanda to design a theme and board to send notes of appreciation to staff Theme - Theme determined/Notes to be sent• Lisa to reach out to other boards she is on regarding Director codes of conduct (do they have them? What do they consist of?) and to provide Eli Mina documents IF available—Carried over to next meeting <p>The acceptance of the Recommendations from the Audit: From the meeting on February 27th, 2022; <i>It was moved and seconded to accept as written and action the recommendations from the Final Report of the Audit done by EUPHONY Equity & Inclusion Works further to clarification as to whether the recommendation 2f can exist as a stand-alone item or within the policy and procedures. And specifying for recommendation 3e that recommendations are available in full online with the full audit available on request.</i> <i>The motion was approved unanimously</i></p>
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	Link to recommendations
2) Financial Report: February Financials	<p>Read from email:</p> <ul style="list-style-type: none"> The financial reports will be completed and sent next week
3) GM Report	<p>General Manager presented the following:</p> <ul style="list-style-type: none"> Policy and Procedure work has not moved forward except for some small policy manual edits with exception of consistent capitalization of Indeginous and order of acknowledgement The vulnerable sectors check information is sent but it's been 3 weeks with no response Staff and board training (antiracism training is ongoing, Planned to Protect, and Hollaback training has been completed/recommended to staff) Education bookings are up. Financially they pre-pandemic January to June Inroads made in afterschool programs (potential to expand teaching opportunities) KP video training set Hullabaloo is to be hybrid: Billie the Kid will travel in Rudy Francisco brought in for CIPS and masterclass Strong musical theme for festival evening shows: Stage to Page Sunday, Mashed Poetic on Monday, Derek Edenshaw Tuesday

	<ul style="list-style-type: none"> • A projector will be bought • Discussion on Internet access at venues. Cultch has extranet, Walkthrough of Wise Hall Planned • Letter to Host Nations out • Canada Council operating grant is in the bank • Engagement Review this month • BC Gaming Grant and Bell Grant (sponsorship) in progress <p>Action Item: Check in on Video training (dates)</p> <p>Artistic Director Hiring information needed for staff</p> <p>Date for Staff and Board Meeting to determine issues for Community Engagement meeting will be May 8th at 4pm Following the Monthly Board Meeting on May 1st.</p>
4) Anti-racism work: Updates / Check In	<ul style="list-style-type: none"> • Recommended: Disorientation by Ian Williams and The Wake-up (about social justice in institutions) • Bit Behind Backdating of minutes • Organized the audit recommendations for clarity • A Phoenix First Must Burn recommended • Work on letters to host nations • Workshop on decolonization
5) Ideas for board Sean McGarragle	<p>Presented:</p> <ul style="list-style-type: none"> • Fundraising idea (legends t-shirt) as Merch using a service like Cafe Press so that we are not holding merch <p>Discussion on ethical issues regarding sourcing and waste.</p> <p>Idea to have a homecoming presented: Get in</p>

	<p>touch with alumni of the organization. Event focused on welcoming.</p> <ul style="list-style-type: none">• “Famous Last Words” event—Review of communications to determine what was agreed to prior to the resignation of the AD
6) Review Theme for Thank You Letters to Staff	Thank you letter theme was decided on