

MINUTES OF VANCOUVER POETRY HOUSE

Place: Virtual Meeting Room

Date: May 15, 2022

Attending:

Holden Wall (presiding)

Leslie Stark

Amanda Eagleson

Absent: Lisa Webster

Staff: Colleen Brown Johnny Trinh (Verses)

Guest(s):

Action Items:

- Amanda and Holden to meet at VanCity to see about resolving the current EFT issues
- Reach out to Janice and Sonya regarding second meeting
- Leslie to Reach Out to Amanda (the Education coordinator) regarding any questions or work with schools
 - Billing communications Between Amanda/Leslie/Laura
- Amanda to reach out to Education Coordinator as hours approaching 20+ do we anticipate this going down in the Summer?

Call to Order: 16:01 (4:01pm)

Adjourned: 18:23 (6:23pm)

Agenda Item	Discussion and Decisions
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1a) Compensation for overtime (Verses)	Discussion Moved to In Camera (5pm-5:30pm). Will be a virtual vote
1b) Minutes for April 3 2022	It was moved and seconded that the minutes from April 3, 2022 be approved as written. The motion was adopted
1c) Action Items updates	<ul style="list-style-type: none">• Board to communicate with staff regarding the status of the AD position- Completed• Lisa to forward potential (free) board training opportunities -Completed• Holden and Lisa to look over the draft letters GM has drawn regarding Land Acknowledgement for Vs-Done• Lisa will engage in outreach regarding Land Acknowledgement –Ongoing and inclusive of Host Nation follow-up• Amanda to resend Land Acknowledgement to GM-Done• Holden or Amanda Email Laura “regarding a written assessment” supplement the financial report–Not completed but likely resolved with the Year to Date column• GM will contact avisar (check in that all documents submitted) -Done
2) Financial Report	Liabilities numbers higher. This is not Surprising post-Verses

<p>3) Verses Report (JT)</p>	<p>The following was presented:</p> <ul style="list-style-type: none">• Assessment as a guest curator coming in was that this was a good team. Stage to Page went really well• Feedback: More control can be taken in curating (what we want to see in Workshops and Masterclasses)• Cultch and Wise Hall good venues• There was a need for someone to take on more of a Tech/Stage Manager role• Overall vibe was welcoming and positive <p>Follow-up Questions regarding Stage to Page and the musical model (touted as a transformative experience). The musical model is the most accessible though there are others (Dance etc) Cross disciplinary pairings increase opportunities.</p> <p>Other avenues include work on the business side of things.</p> <p>Desire for this to be an ongoing partnership (like Mashed)</p>
<p>4) GM report:</p>	<p>General Manager presented the following:</p>

	<ul style="list-style-type: none">• Banking issues are ongoing. The Limits on the account (issues with EFTs)• Verses: Made \$3000 less than what was budgeted for and about \$5000 less than 2019 (last pre-covid year). But made \$7500 and are receiving reopening money (and possibly the reduction is to be expected when so much is being streamed).• Feedback:<ul style="list-style-type: none">○ Covid Policy. Need to be stricter. More consistent with masking policy at slam and <u>share this in event information.</u> Vaccine passports were also asked of us as a requirement but there is not the capacity for implementation○ An image went out of an artist with the Vs. logo for caffeine TV. This was for an event they were not booked at. Conversation took place with them and they were very gracious. And we will have a permissions discussion with Brickhouse.• Communications Report: spent much on promotion (as much as pre-covid years) led to interviews with CBC. Report is Available in the Vs. File so others could use the communications report. It outlines how this was achieved (for future employees).• Complications: Manager w/staff. The Technical Director Job Description would have covered a lot of the stage management issues. But team thought could be done at a distance. More work fell on GM primarily due to
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	<p>lack of clear management Comparable to financial coordinator issues with payables and receivables for the programs and the rolling limit issues with the bank. The equipment volunteers need to do their job (that needs to be more on the volunteer coordinator) Most of these issues have to do with the return to live show (figuring out roles).</p> <ul style="list-style-type: none">• Enforcement of time limits for guest curators. Recommendation is that we choose due dates for artists coming in (when a contract needs to be signed, what you will be doing: an outline of what will be providing)• Staffing Gaps: No ads for slam and now we need them. Colleens been doing socials Trevana will be doing more of that and would like Alex to take it on• June planning impossible at this point but we need to commit to an AGM date• “Your Voice is Needed at the Board Table” end of June beginning of July?• Work with Frankie McGee (June 18th) Ads and some volunteer coordination (Frankie will do most of the work we provide promotion and volunteers and help get the permit).• “Sounds like Fire” has no venue as there is no date• WordPlay—3 times as much as Verses this year (made more money than 2019 by many thousands of dollars). <p>Confirmed we will be at the BC English Teachers Conference There were issues with financials (WordPlay) There were questions raised regarding the</p>
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	<p>requirements specified by the District Representative from Vancouver on two poets (one first aid trained) being required as there would be no staff representation.</p> <p>The Cafe is back to having events but will not be regular venue (as change in management likely). Perhaps a special event. **Slam numbers still down.</p> <p>Budget adjustments made due to this</p> <ul style="list-style-type: none">• More Money from Gaming? (could be up to \$30,000) for next year.• BCAC Arts impact we are behind on: March 2022 begin https://www.bakauconsulting.com/ but Holden and Colleen have tried out and it takes multiple hours it's just not something we can ask of staff to do. RedTent (now Red Oak) might be something we slot into July (Planning / training month)• Plan to Protect training not done yet was coming out of church background and there were concerns: didn't want to send staff if it wasn't good for all staff.• Incident Report: Call between Colleen and Holden (Verses stress). <p>General stress and burnout should be addressed. Delegation and overloading specific staff members is an ongoing institutional issue.</p> <p><u>AGM DATE: 15:00 AUGUST 13TH</u></p>
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5) Anti-racism work: Updates / Check In	<p>Covid has prevented a lot of work from being done. Euphony recommendations can be properly implemented (movement from theoretical work).</p> <p>We need to reach out to Janice and Sonya (reminder).</p>
6) Education Coordinator Report:	<p>Amanda E presented the following on behalf of Education Coordinator:</p> <ul style="list-style-type: none">• Built relationships with poets on roster through virtual and in person meetings (when one of the poets was in Ontario for a visit)• Arranged four half day virtual workshops for schools in Ontario and met with the facilitating poets both before and after to ensure that they felt supported• Acted as tech support for virtual workshops while they took place over a series of weekdays• Built relationships with a teacher librarian in NVSB and requested that she share about WordPlay with her teacher librarian contacts. This resulted in multiple WordPlay bookings for elementary schools in the Vancouver area through the teacher librarian workshop• Sent out booking confirmations to school with information about facilitating poets to schools who booked a workshop• Sent out details to facilitating poets, including workshop structure, school contact

	<p>information, age of students, school bell times, etc.</p> <ul style="list-style-type: none">• Created invoices for schools and sent them, copying Laura, the treasurer• Added required payments for poets to the Payment Register• Added booked workshops to the WordPlay TrackerUpdated the website with poet bios and headshots (those who are new to the roster)• Updated the WordPlay portion of the website to reflect updated fees for workshops• Created and sent contracts to all WordPlay poets using DocuSign• Met with after school program partners to discuss an after school program featuring our poets. The communication regarding this has ceased, even though I have sent multiple follow up emails• We are beginning to accumulate multiple bookings for May 2022 <p>“ I have discussed the potential for an elementary focused Slam competition or show entitled, “Conjunction” for the future. This was discussed with RC Weslowski (in charge of Hullabaloo) for feedback and he feels it would be best in June as a way to get students excited about Hullabaloo in high school.”</p> <ul style="list-style-type: none">• Parameters and fees for this potential will be discussed with other members of VPH before solidifying any event. <p>Hours approaching 20+</p>
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<p>7) Additional issues arising from reports</p>	<p>Amanda to reach out regarding hours.</p> <p>Leslie regarding any financial issues/help with afterschool programing</p> <p>The posiblity of a Youth Coordinator role (Hulla/Wordplay/Youth events/slam)</p> <p>Contact for international slams should stay Slam Coordinator</p> <p>Amanda and Holden to meet regarding banking issues</p> <p>It motion to adjourn was moved and seconded Meeting adjourned with unanimous consent at 6:23pm</p>