

Approved July 11 2024

## MINUTES OF VANCOUVER POETRY HOUSE

Place: Virtual Meeting Room

Date: Board Members

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

Regrets: Lucy Yang

Staff: Johnny Trinh

Guest(s):

Motions:

- Motion was made and seconded to approve March minutes motion carried

Action Items:

- Amanda to confirm WoodWards is not an option for the meeting room (and reach out to Johnny regarding date and rental)

Call to Order: 19:05 (7pm)

Adjourned: 19:35

Chair(s): Amanda

| Agenda Item  | Discussion and Decisions   |
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| <p>Action Item Updates:</p> <ul style="list-style-type: none"><li>• Lucy covid safety kits</li></ul> <p>Approve Minutes: Approve Minutes March<br/><a href="https://docs.google.com/document/d/1tv1gB5">https://docs.google.com/document/d/1tv1gB5</a></p> | <p>**Noted Amanda let board know there was a delay in getting the accessible "Word" (rather than just PDF) versions of the minutes up on the website (computer issues) this was resolved Lucy had done this (this was brought up to Volunteer coord. At volunteer meeting/meet-up</p> <ul style="list-style-type: none"><li>• Motion was made and seconded to approve March minutes motion carried</li></ul> |

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| <p><a href="https://docs.google.com/document/d/dOEMEZxooSDjqLF7htRJUSHuD2ZE4O8gNkGgs/edit?usp=sharing">dOEMEZxooSDjqLF7htRJUSHuD2ZE4O8gNkGgs/edit?usp=sharing</a></p> <p>Online Vote Read Into Minutes</p> | <p>Motion was made Online:</p> <p>To approve that Vancouver Poetry House submits an application to the Canada Heritage Arts Presentation Fund (2025) in support of the Verses Festival of Words, the Vancouver Poetry Slam series of featured performers and community stages, and the WordPlay Educational Programming identified as outreach for the Hullabaloo Youth Festival that opens Verses each year. Johnny Trinh serves as the contact person and has signing authority for this application.</p> <p>Motion was approved <u>March 26</u> with 4 voting and one abstention</p> |
| <p>2) Verses Conversation</p>  | <p>In place of AD report there was conversation around Verses.<br/>Overall impressions very well done on the modest budget.<br/>PoetTV was better this (resolution was better)</p>  |
| <p>3) <b>Board Approval:</b></p> <p><u>AGM Date</u></p> <p>Discussion of Staff meet-up</p>   | <p>August 17th 2024</p>   |

4) Financials

[https://docs.google.com/spreadsheets/d/1\\_C0zimeualvrOLrtJN7pzvm2rk9oSyaR/edit?usp=sharing&oid=112466618008160698727&rt=pof=true&sd=true](https://docs.google.com/spreadsheets/d/1_C0zimeualvrOLrtJN7pzvm2rk9oSyaR/edit?usp=sharing&oid=112466618008160698727&rt=pof=true&sd=true)

|                                       |                  |
|---------------------------------------|------------------|
| Total Other Assets                    | 200.00           |
| <b>TOTAL ASSETS</b>                   | <b>54,941.75</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                  |
| Liabilities                           |                  |
| Current Liabilities                   |                  |
| Credit Cards                          |                  |
| 2011 · AA Credit Card ...9736         | 570.94           |
| Total Credit Cards                    | 570.94           |
| Other Current Liabilities             |                  |
| 2050 · Accrued Liabilities            | 2,370.00         |
| 2100 · PAYROLL LIABILITIES            | 1,534.77         |
| 2300 · DEFERRED CONTRIBUTIONS         |                  |
| 2310 · Deferred contrib app grants    | 24,946.39        |
| Total 2300 · DEFERRED CONTRIBUTIONS   | 24,946.39        |
| Total Other Current Liabilities       | 28,851.16        |
| Total Current Liabilities             | 29,422.10        |
| Total Liabilities                     | 29,422.10        |
| Equity                                |                  |
| 3000 · OPENING EQUITY                 | 9,651.46         |
| 32000 · Retained Earnings             | 6,300.93         |
| Net Income                            | 9,567.26         |
| Total Equity                          | 25,519.65        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>54,941.75</b> |

The Advisor report has been reviewed by Parv and Catherine

5) Conversation of upcoming festival debrief

General conversation around any festival incidents (to make sure board was fully in the loop for the debrief)

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