

Start Time 14:15 (2:15pm)

Board attendees:

Amanda Eagleson
Holden Wall
Leslie Stark
Max Sumner

Guests/Staff:

Colleen Brown
Laura Beatrice Covaza

Regrets

Joseph Dandurand

Meeting Began: 14:15 (2:15 pm)

Meeting End: 15:40 (3:40pm)

Motions:

- Motion to approve minutes made by Max. Seconded by Amanda. Motion passes unanimously
- Motion to end meeting made by Holden. Seconded by Amanda. Motion unanimously passes

Action Items:

- Amanda to give committee member thread a bump in basecamp
- Amanda to contact Linda Sum again
- Colleen and Leslie to contact Brad with cotyledon manuscript and formatting notes
- Mas to write a post for giving Tuesday
- Leslie to write a post for giving Tuesday
- Holden to post membership callout
- Amanda to follow up with Vancity regarding credit transfer
- Amanda to look into other organization which may need updates in board membership filing
- Board and Staff to communicate on Wise Hall/venue situation
- Letter to be drafted by the board in response to witness statement received
- Staff reviews to be completed

Time: Meeting called to order 14:15 (2:15 PM)

Before moving into action items there is some conversation. Leslie will arrive in a few minutes and the link is resent.

Colleen checks that the board has responded to a former board member to arrange a meeting (it's regarding growing the board).

Amanda: We discussed this inviting members to this meeting. But decided to invite the person to a separate meeting to speak to just the individual.

Agenda Item One

Holden:

Land Acknowledgement: *As we gather for this meeting physically dispersed and virtually constructed 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.*

Amanda:

The Compassion Acknowledgement: "Resolve to be tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and the wrong. Sometime in life, you will have been all of these."— **George Washington Carver**

- Leslie arrives to the meeting

Motion to approve minutes made by Max. Seconded by Amanda. Motion passes unanimously

Update on action items:

- Amanda to do and share doc. On meeting with Naomi Gracechild: This was done
- SlamMaster Hiring Process: Ongoing (more conversation needed)
- Amanda to look into other organization which may need updates in board membership filing: This was not done
- Amanda to update signed financials to AGM file: This was done

Max: Question regarding the comparison of financials (budget question). Question briefly tabled.

- Amanda sent a copy work plan to Max
- Board base camp thread started for committee members (Amanda started but nothing added) Amanda to give the thread a bump.
- Input regarding festival venue booking. Amanda sent an email (there is no thread in basecamp).
 - A conversation about venue bookings: Colleen/Brad and/Joseph will be approach the Wise Hall and asking if we can carry over the \$4000 toward 2022 and then if a site IS needed we will use KW studios. If Wise Hall is NOT willing to put that deposit forward *then* will be a question of what to do.
- Amanda to look into other options (for policy edits) *if Linda is not able to do it this month* (Especially for: The “safe space” section in comparison to our liability requirement feels like it should be simplified / better aligned//The Director’s Code of Conduct: Has done this/reached out to some people but this was not assigned. Has put feelers out. Will reach out to Linda again (though she is too busy she may still know someone/be able to recommend someone)
- Staff Reviews: are at a starting point

Some conversation as everyone is free the 11th of November Colleen’s review is set for November 11th

Agenda Item 2

Financial Statement: Laura/Colleen. Return to Max’s question comparison months of VPH budget.

Explained that much of the issue is regarding the Books which have gone through several hands Carol/Glasshouse/and now Laura has them. So the VPH budget worked out with SOME actuals and some estimates. Now that books have been released, while they balance. There were some coding errors in QuickBooks. Doesn’t change the amount of money we have but rather what it was associated with. Example: \$2000 for travel under Admin (suggests Colleen would have traveled) this would be coded incorrectly.

Colleen: Your questions about going into the red. This is about money flow. There is an income drop and expenses drop and Laura and I will check that they are at least close.

There is a need for funding sources and cautious spending (so we don’t spend away the future.

Max: Board members have a responsibility/ are responsible for expenses.

Colleen: Wants to bring up the fact that we carry board insurance but this is running out.

Leslie: Also we are not an organization that has the ability to go deep into the red before noticing. We have overdraft protection but it is limited. It is not like we can go a million into red and then go "oh no".

Colleen: We don't want to jeopardize future programming. Question of holding together until pandemic stops.

Laura: Adds that knowing about the email from Canada council providing us with \$24000 ...in this case...with no other expenses besides salary rent credit card. With this grant net income might not be a loss or a VERY small one.

Colleen: We need to justify our existence to funders. Even if we shutter some people will need to be maintained.

Agenda Item Three

Colleen: Report: Youth: broadway youth underway. There are 15 students in WordCamp. To Colleen, this seems low given that they have 8 amazing poets.

Leslie: Other times the organization has tried to run Wordcamp there have been 5 or less. So actually given the circumstances 15 is a really good number.

Colleen: Wordplay is not happening. Brad and I cooked up money for poets on the Wordplay roster. There is a poet and a filmmaker. The program will be ("how to shoot film") how to make a film about your poetry. Seed program showing the types of things we offer. Working with RC so that there will be a short film section for Hullabaloo. Possibly be a content link filming thing with the youth festival. Program cost: \$500 Angelica \$1000 to Ida. Also bringing together people who organize other kinds of Wordplay things in other areas. Leslie would like to be a part of that. Brad Cunningham is a good person to bring in.

Festival 2020 wrap up with Lillian Allen and Brad. A masterclass (low fee of \$20.00) 25 max for students but it's not a loss which is great.

Johnny Trinh has been brought on as cips director.

There will be reach out, a venue summit. We are thinking about what cips is to be?--Up in the air right now. There's a need for community input.

Regarding insurance. As of February, we may need to find a different provider. Essential that we have board insurance. The issue could be that we made noise about making a claim. Would be ok to drop the abuse liability insurance... it's the first year we've had it and this year nobody has contact with youth at all. The essential claim was not completed. Once QuickBooks is sorted we can file.

Regarding Cotyledon. Brad will get the manuscript rolling: Cost is \$350 or \$700 depending on how much work needs to be done.

Leslie: It's preformatted in Word should be ready to go .. there should actually be minimal changes as one work needs to be formatted for printing (sideways on the page).

Colleen: To send to Brad with mentions (regarding formatting)

Leslie: We require a cover art person. Her choice fell through. Wanted to ask Colleen given her connections?

Colleen: Suggests Leia

Leslie: Concern about cost? Concerned about paying an artist when we are not paying poets

Colleen: Yeah but Leia's paid a monthly salary (anyway) so it's a bit different.

The BC arts council grant is in the bank.

Half of the 2021 grant is spent.

For the Digital strategy grant, Colleen wants to talk to Brad.

For the City Grant, the ask is for \$25000

Amanda: This is the one due on November 4th?

Colleen: Yes

As you recall I sent you an emergency call-out regarding money. This was based on money in our bank account. Although we still have money in the bank we will not be in the same place in the next two years and we need to be super careful.

Laura will be providing actuals for 2020 (November and December will be estimates)

We need a Vote on the budget. But unsure if the loss or surplus budget? The goal is to reach 0. You can ask me to save it? Also, a possibility in 2021 to be a bit more Keynesian and spend our way out of the problem.

Regarding the \$5000 Hamber grant. We don't have it yet...

\$25000 covid money (also unsure...city grant just discussed)...2019 actuals to relate it to.

Agenda Item Four

Board Approval of 2021 Budget Delayed until December meeting.

But you can see radically reduced expenses. \$8000 is the hole and 30000 worth of hope money is in this budget. I will continue to apply for new funds. Canada council or BC Arts provide some extra, especially to events. But we can't depend on it until we hear about it. When we have actuals I would LIKE to put in as a vote for the next meeting.

Laura: Reminds us that we will have Oct 31st bank statement from Vancity. She can send actuals for 2020 (up to the 31st). So keep in mind 2 months are an estimate (salary and rent and monthly expenses)

Agenda Five

Auction items have been mailed out plus Leslie did a delivery (with the exception of those items purchased by board members)

Leslie: Expressed some disappointment lack of response. Almost all bidders were former board members or board members with only a couple of exceptions. I promoted but maybe they don't understand why we do this sort of thing. We may need to communicate that better. That this doesn't run itself that the reason these opportunities exist is there is an organization behind them

Colleen brings up Giving Tuesday: First Tues in December. Suggests, write posts (two different ones). Max and one of you could write two a paragraph post. Need a post for people who don't know anything about VPH new eyes to explain and then the other post for the community (memberships) and more directed towards what VPH has done and is doing for poets during the pandemic. The second option would be a mailout for membership.

Leslie: I'm happy to do that "why I give monthly" consistent income.

Colleen: Coming from individual experience is better. If I could have it by November the 24th and this gives time to figure out how to get it out into the world and check out Canada helps pages (anything we need to add etc)

Agenda Item Six: Update on board recommendations / board recruiting

Board recommendation and requirement. We have 3 responses but Holden is thinking of doing another social media post (link was limited then fixed so maybe another share would do good) Holden will do another post for membership.

Next Steps:

- Meetings with folx who have responded
- Why interested
- Develop a screening process
- where we should be headed in the next month

Agenda Item Seven: Question regarding antiracism grant

Leslie: Due to the email switchover we have to reapply. No further updates

Agenda Item Eight: Was Credit from Canceled Card moved over to Organization Account

Laura: Money hasn't been transferred

Amanda will send another letter to VanCity

Discussion on Ending meeting

Leslie: Wanted to bring up the raffle idea. 2-day writers retreat...as a great grand prize.

And there should be a launch for Cotyledon

Launch filming workshop and launch close together announce youth programming.

Discussion on ending the meeting

Leslie: There are concerns the board needs to address regarding a response to the letter received by former staff and other issues.

Leslie offers to assist with coding/errors

Search techniques are what Colleen needs help with.

Bank records? Previous years' financials should have who is getting paid.

One Search Method: Bank account info into excel spreadsheet searchable. Laura if you know it's expensive you need to follow that account the whole year.

Ok, all people here classified corrected class or program. But people are unsure because I have to look if customers/vendors/ employees and if created and all linked with that but if general and just memo payment for Laura: then we can't find the expenses but have to look into it. So two ways to search/investigate

Meeting moves to In-Camera until the meeting ends at **14:40-15:40**