

VANCOUVER POETRY HOUSE BOARD MEETING

Sunday, October 14, 2018

Next meeting: Sunday, November 4, 2018, Geist Office, start time: Noon

Action Items:

1. Carol will follow up with Alastair of Havana about nailing down specific venue dates for CIPS bouts
2. RC had taken this on. Carol will follow up with RC after her meeting with Alastair on Thursday 18 October
3. Carol will follow up with Johnny MacRae and Johnny Trinh once Alastair meeting is done about festival 2019 venues, dates etc
4. Sho and Andrew to go see Vancity Accounts Manager on Saturday October 6, 2018 to transition account type to one that will allow for a corporate credit card and that will reflect our non-profit status
5. Frankie has agreed to draft a policy re adults working with youth that applies to any VPH event where that happens. They will give the board an update at the Nov 4 meeting.
6. Carol to bring new financials to board meeting if books are up to date before end October
7. Carol will bring uncashed cheques to Andrew
8. Andrew to contact Crystal Smith with respect to crafting a good policy and statement about acknowledging non-Indigenous presence on this land
9. Carol will look into the new SpoCan Code of Honour with respect to our current need of a viable Code of Conduct for VPH spoken word events.
10. Andrew agreed to contact BC Arts Alliance and see how much board insurance would be for the year. He agreed to pay the bill so that we are not without insurance.
11. Frankie has agreed to go into FaceBook and remove a picture of Jess Johal (at their request) from the album Verses 2018: CIPS Bouts 1-4
12. Carol agreed to forward Pam's email re Johal to Frankie

Motions:

1. Motion to approve minutes from September 30, 2018 Made by Andrew. Seconded by Framloe. Carried
2. Motion to approve all documents (*except Code of Honour/Code of Conduct). Made by Andre. Seconded by Frankie. Carried.
3. Motion to approve the VPH Reorganization Model. Made by Frankie. Seconded by Andrew. Carried.
4. Motion to end meeting. Made by Andrew. Seconded by Frankie. Carried.

Board members present: Andrew Sutherland (AS, acting Chair), Carol Shillibeer (CS, acting

Secretary), Franke McGee (FG)

Program Guest: none

Community members present: none

Regrets: Amanda Eagleson, Sho Wiley

Meeting began: 12:02

Meeting ended: 1:15

Agenda amendments: added to "other business" - request to remove a picture from FaceBook

Agenda Item 1) Approvals, Action Item Update

- Minutes for September 30 - see Motion 1
- Action items from September 30 meeting as follows:
 1. Andrew to follow up with Havana (Fernando) regarding specific dates venue is down for -- in progress. Follow up by Carol. See Action item 1
 2. Communicate with RC regarding willingness of cafe to consider allowing the Thursday if revenue losses can be paid out -- in progress see Action item 2
 3. Carol (?) to contact Meghan Robinson regarding York and CLab dates -- done
 4. Reach out to Johnny (Trinh and MacRae) regarding ideal venues/ dates advice -- in progress see action item 3
 5. Carol to post Values page on VPH website as both pdf and text -- done
 6. Carol to post Code of Conduct (without Code of Conduct statements) to VPH website as both pdf and text -- done
 7. Carol to post Board of Directors Job Description to VPH website as both pdf and text -- done
 8. Sho and Andrew to go see Vancity Accounts Manager on Saturday October 6, 2018 to transition account type to one that will allow for a corporate credit card and that will reflect our non-profit status -- carried forward see action item 4
 9. Carol to contact Johnny about board approval of grant writer fees letting him know to submit a proposal and once approval has been given, to do the project and submit it with an invoice. -- done
 10. Carol will contact Leia Herrera to let them know that the Board has approved her as graphic designer, and that the board will choose the artwork. -- done
 11. Sho to book the boardroom for October 14 2018 from noon to 4. -- done

Agenda Item 2) Approve Documents

- The following documents were all approved as is:
 - President job description
 - Vice-President job description
 - Treasurer job description
 - Secretary job description

- Independent Contractor Agreement
- In Camera Guidelines
- Artistic Director Job Description
- Arts Administrator Job Description

See Motion #2

- The Code of Conduct and Code of Honour documents are currently unresolved. It was suggested that perhaps what we need is a simple Code of Conduct as a behavioural “suggestion” for Slam purposes, but that we also need a more formal set of behavioural guideline for adults working with youth, such as WordPlay or VanSlam Youth programs. Frankie as agreed to draft that guideline. See action item 5

Agenda Item 3) VPH Reorganization

- A question was asked about the large differences between the first and second version of the Arts Cohort turnaround document. Carol explained:
 - Wrote the first draft based on the request made by Linda Gorrie
 - Sent that draft into Gorrie on October 1
 - Reply from Gorrie said ‘it’s all there, but it needs to be 3 pages’
 - Gorrie offered to look at new version as editor
 - Carol created a new draft condensing critical information into a timeline that was 3 pages, sent that document to Gorrie on October 5
 - Reply from Gorrie said that it was good, but suggested an extra sentence about how VPH plans to spend the \$7500. Sentence added.
 - Final document submitted to Arts Cohort team and cc’d to Gorrie on October 9
 - As of the date of this board meeting, there has only been a pro forma reply letting us know they have the document and will reply soon
- VPH Proposed Reorganization Model - discussion around how the model would work to draw the programs closer to the parent (VPH) and centralize administrative duties such as banking, finding and training volunteers, critical documentation etc.
 - Basic idea is that there is a governing board. The management of the organization is done by 2 Senior Managers: Artistic Director, and an Arts Administrator. Each Senior Manager hires and trains their own staff. The specifics of those jobs are currently being built and should be ready for board approval by November 4, 2018.
 - Carol explained that as she completes each job description, it is an outline of what could be and not a proscription to hire all those positions at once. Each job description outlines who that person would be supervised by, what collaborations would be necessary, as well as duties and remuneration.
 - Discussion was had about moving the active listeners under the purview of a organization-wide Volunteer Coordinator whose responsibility it would be to find, train and monitor a diverse group of volunteers for an equally diverse set of volunteer needs.
 - Each position under a specific Senior Manager would be a narrow encapsulation of an aspect of the Senior Manager’s total job description. So at first (as one example) the Arts Administrator might be their own Volunteer Coordinator, but when warranted financially (that is, there is a budget for that position), that set of

tasks can be the sole task of a new hire - the Volunteer Coordinator under the supervision and management of the Arts Administrator.

See Motion #3

Agenda Item 4) Finances

- Update of VPH books -- Carol updated
 - Chart of Accounts now created using the guidance of our financial analyst at CADAC, Sharon Jessiman at Glasshouse, and our bookkeeper consultant
 - First months of data entered, estimated to be up to the end of September before the end of the month
 - Based on completion date, financials will be printed and brought to the next board meeting - see action item 6
 - Many, many irregularities noted. There are uncashed cheques in the pile of documents obtained at the office. There are many missing deposit slips and cheque stubs. Some items that show up on the bank statements appear to have no identifying information which means we have multiple "unknown deposits". This is going to make good financial tracking difficult this year. See action item 7
 - Based on this, it is clear that the next order of priority for policy development is a thorough re-working of financial policy. Sharon Jessiman of Glasshouse has offered to help with this.
- Gaming Grant -- Andrew updated the board.
 - VPH has been approved but at a much lower amount than the application requested. An explanatory email was sent outlining what was wrong with the application. Doc link below
 - <https://docs.google.com/document/d/11YjUfzgpMjQ4ZdvRsVLH-tMEF6b2pt592ufqvQcMWs/edit?usp=sharing>
 - Core issues are all documentary including incomplete organization financials, lacking event details, missing by-laws, etc
 - VPH was awarded \$5K: \$3,500 to WordPlay; \$1,500 to Verses.
 - The next submission date is April 30 2019. The board is committed to getting the documentary problems resolved prior to this date.
- PST registration and CRA with regard to future fundraising -- Carol reported.
 - We do not have a PST number.
 - Carol spoke to the PST office. The officer explained that selling merchandize means that we must collect PST.
 - Glasshouse explained that if the organization stays below the financial threshold for sales (about \$10K a year) then it is not required for us to get a PST number, and we are better off not getting it until we surpass that limit.

Agenda Item 5) SPOCAN Update

- Andrew updated us on the SPOCAN requirement for land acknowledgment. Discussion and agreement was made on our intention to follow suit. It was suggested that we

collaborate with local Indigenous social justice groups to create an appropriate land acknowledgement by area within the Lower Mainland.

- Andrew suggested Crystal Smith. Frankie agreed. See action item 8
- There is a new SpoCan Code of Honour and AOC Mandate-Grievance Form. Some discussion was had about the possibility of using this Code of Honour as the basis of a simple Code of Conduct for VPH. See action item 9
- Andrew let us know that there are 2 open board positions (virtual board) for SPOCAN.

Agenda Item 6) Insurance

- Andrew let us know that our board insurance expires at the end of the month.
- Discussion was had about whether to go with Arts BC (membership \$150/yr; insurance \$800/year) or BC Arts Alliance (membership between \$170 and \$250/yr; insurance cost unknown).
- See action item 10
- Discussion was had that indicated the board's intent to maintain memberships with both ArtsBC and BC Arts Alliance. The rationale is both the need for insurance, but also the organization's need to build stronger relationships with other arts stakeholders. See grant item below.

Agenda Item 7) Grant Workshop

- Carol reported on an email from Linda Gorries suggesting a grant workshop for Johnny MacRae at BC Alliance for Arts & Culture up coming on October 23 & Nov 1.
- Our membership has lapsed. Following Andrew's update on insurance, we now know that was because we purchased board insurance with Arts BC.
- We agreed that we should renew that membership so that Johnny can take the course, and so that moving forward, we can access training for current and future staff.

Agenda Item 8) Other Business

- The next board meeting was set for November 4, and because the board is nearing the end of the first push to get policy in place, we will move to meeting once a month rather than every 2 weeks.
- At the request of Jess Johal, via Pam Bentley, we will remove a picture of Jess from the FaceBook album Verses 2018: CIPS Bouts 1-4. Frankie has taken that on. See action item 11
- Carol agreed to forward necessary information to Frankie. See action item 12

The meeting was adjourned at 13:15. See Motion 4.